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MUNICIPAL INFRASTRUCTURE AND IDP HOUSING REHABILITATION PROJECT

DRAFT ANNUAL WORK PLAN (FY 2011/12)

CONTRACT: AID-EDH-I-00-08-00027-00, TASK ORDER: AID-114-TO-11-00002

November 2011; Updated March 2012

This document was produced for review by the United States Agency for International Development. It was prepared by Tetra Tech for the Municipal Infrastructure and IDP Housing Rehabilitation Project, Task Order number AID-114-TO-11-00002 under the USAID Architectural and Engineering (A&E IQC).

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The following document was prepared by Tetra Tech EM, Inc. (http://www.tetratech.com).

TETRA TECH

14 March 2012

Mr. Bradley Carr
Water Irrigation and Infrastructure Advisor
Office of Economic Growth
US Agency for International Development
11 George Balanchine Street
Tbilisi, 0131
Georgia

Re: Revised Annual Work Plan (FY 2011/12) for the Municipal Infrastructure and IDP Housing Rehabilitation Project.

Dear Mr. Carr:

This report is being submitted to you in accordance with the requirements of task order no. AID-114-TO-11-00002 of contract AID-EDH-I-00-08-00027-00. It provides Tetra Tech's revised Annual Work Plan (FY 2011/12) for the Municipal Infrastructure and IDP Housing Rehabilitation Project to include the Performance Monitoring Plan attached as Annex 3.

If you require a bound/color printed copy, please let me know.

We look forward to your review and welcome your comments and suggestions.

Very truly yours,

Jeffrey W. Fredericks, P.E., PhD
Chief of Party
Tetra Tech, Inc.
USAID/ Caucasus – Municipal Infrastructure and IDP Housing Rehabilitation Project (GMIP)
10th Floor, 154 Aghmashenebeli Ave.
Tbilisi, 0102, Georgia
Tel: +995322910401, Fax: +995322910401
Email: Jeff.Fredericks@tetratech.com

CC: USAID (George Kokochashvili); MDF (Kartlos Gviniashvili); Tetra Tech (Firouz Rooyani, Dean White, Tom Chicca, Ilia Eloshvili)

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ACRONYMS

CCN	Cooperating Country National
CFR	Code of Federal Regulations
CO	USAID Contracts Office
COP	Chief Of Party
DCOP	Deputy Chief Of Party
EA	Environmental Assessment
EC	European Commission
EIA	Environmental Impact Assessment
EPI	Economic Prosperity Initiative USAID Project
ESS	Environmental Scoping Statement
GEL	Georgian Lari
Geo	Geo Ltd
GMIP	Municipal Infrastructure And IDP Housing Rehabilitation Project (the project)
GoG	Government of Georgia
HO	Home Office
ICRC	International Committee of the Red Cross
IDP	Internally Displaced Persons
IL	Implementing Letters
Kav	Kavgiprotransi-Mg Ltd
KfW	Kreditanstalt für Wiederaufbau (German International Development Banking Agency)
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (German Agency for International Cooperation)
GWUC	Georgian Water Utility Company
LTTA	Long Term Technical Assistance
MDF	Municipal Development Fund
MLHSA	Ministry of Labor Health and Social Affairs
MOA	Ministry of Agriculture
MRA	Ministry of Refugee Affairs
MRDI	Ministry of Regional Development and Infrastructure
NEO	New Economic Opportunities (USAID Project)
NGO	Non-Government Organization
NRC	Norwegian Refugee Council
NTP	Notification to Proceed
OSCE	Organization for the Security and Co-operation of Europe
PE	Licensed Professional Engineer
PEA	Programmatic Environmental Assessment
PMC	Project Management Committee
PMP	Performance Monitoring Plan
SDC	Swiss Agency for Development and Cooperation
SOW	Scope of Work
STTA	Short Term Technical Assistance
TBD	To Be Determined
TOCOTR	USAID Task Order Cognizant Technical Officer
Tt	Tetra Tech EM Inc
UNHCR	United Nations High Commissioner for Refugees
USAID	United States Agency For International Development
USG	U.S. Government
WB	World Bank

1. INTRODUCTION AND PROGRAM OVERVIEW

1.1 Authorization

Under the United States Agency for International Development (USAID)/ Caucasus – Municipal Infrastructure and IDP Housing Rehabilitation Project (GMIP) Contract No. AID-EDH-I-00-08-00027-00 Order No: AID-114-TO-I 1-00002, Tetra Tech EM Inc. (Tt) is responsible for providing support to monitor current processes and practices, identify and mitigate areas of risk, and carry out oversight and quality control efforts to ensure that selected municipal and Internally Displaced Persons (IDP) infrastructure projects are implemented effectively and in accordance with U.S. and Georgian standards and regulations.

The period of performance for the contract is May 23, 2011– November 22, 2013.

1.2 Purpose of Report

The purpose of this report is to present the GMIP Annual Work Plan (FY 2011/12). This report presents the plans for the period from 1 October 2011 to 30 September 2012. The work plan has separate sections for presenting the i) Management Approach; ii) Project Elements and Phases; iii) Tetra Tech Staffing Plan; iv) Tt Oversight and Monitoring Plan; and v) Reports and Deliverables. The Project Schedule and List of Tetra Tech Key Personnel are provided as annexes. The work plan presents Tetra Tech's scope of work (SOW) and includes task items such as start/completion dates, work activities, long-term and medium/short-term personnel needs, procurement planning, etc. It also includes a management structure, proposed schedule, work flow and overall program approach. Per contract this annual work plan may be revised on an occasional basis, as needed, to reflect project changes on the ground and with the concurrence of the TOCOTR. We suggest that it be updated after all sub-projects have been selected and after the number of contracts has been confirmed by GoG and USAID.

The work plan was developed based on a work plan workshop held in August 2011 in Tbilisi in consultation with USAID/Georgia and Municipal Development Fund (MDF) counterparts.

1.3 Background

The dual shocks of Georgia's August 2008 conflict with Russia and the global economic downturn posed serious challenges to Georgia's economic stability. This in turn put pressure on Georgia's political stability. The conflict, crisis, and subsequent slowdown in economic growth and foreign direct investment have placed a severe strain on Georgia's national budget and its ability to finance core investments in critical regional development initiatives. Many years of decline in the quality, coverage and maintenance of basic services, including water supply, sewage, local roads, solid waste services, and irrigation systems have dramatically reduced Georgia's quality of life in rural areas and constrained private sector growth. Such degradation and instances of conflict-related damage have resulted in significant constraints to the productive capacity and quality of life of thousands of Georgians, including old and new IDPs, rural poor, and persons directly or indirectly affected by the 2008 conflict with Russia.

1.4 Project Objectives

The major purpose of this project is to improve the infrastructure in five selected municipalities - Dusheti, Mtsketa, Gori, Kareli, and Oni, affected during Russian Georgian conflict in 2008 and

improve living standards for nearly 4,000 houses constructed by the GoG without running water or sewer systems for IDPs from the August 2008 conflict, to provide each house with a shower, sink, toilet, water taps and other renovation as necessary. The funds will also be used to upgrade existing IDP shelters and redevelop buildings for use as durable housing for IDPs from previous conflicts. Funding will also support various other activities focused on ensuring overall sustainability of IDP housing.

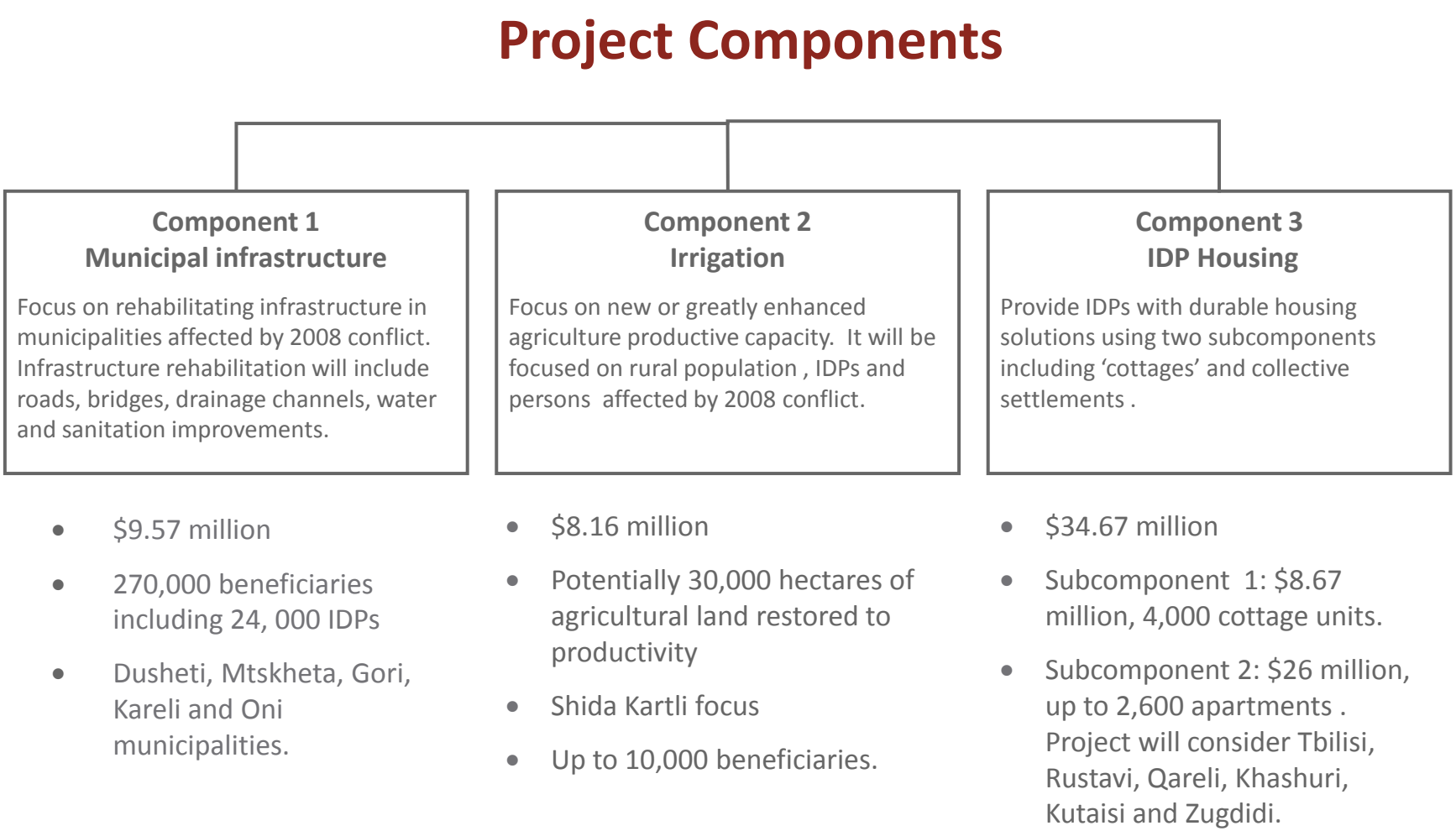
Activities performed under this task order will complement and reinforce the activities, project management, and engineering expertise of USAID/Georgia and its implementing partners. From 2010 to 2013, USAID/Georgia will undertake works in the infrastructure sector in collaboration with MDF to upgrade municipal infrastructure in targeted municipalities, to install and extend irrigation channels, and to upgrade IDP housing. Municipal infrastructure and irrigation rehabilitation will be implemented through an agreement with the MDF, and the IDP housing will be implemented through a separate agreement with this same agency. Tt is expected to form a close working relationship with the MDF in the implementation of both projects, accompanying the MDF in all phases of the projects and providing monitoring and oversight services to the MDF and USAID. Tt will monitor current processes and practices, identify and mitigate areas of risk, and carry out oversight and quality control efforts to ensure that selected infrastructure projects are implemented effectively and in accordance with U.S. and Georgian standards and regulations. Efforts will not duplicate work that MDF does or might perform under its agreement with USAID. The monitoring and oversight role will encompass all areas of project intervention, from procurement planning to final acceptance. It will help to ensure that infrastructure deliverables are effective, efficient, and sustainable and that implementation is carried out within allowable budgets, time restraints, and within accepted quality standards.

1.5 Project Components

The project includes three major components and two subcomponents (see Figure 1):

1. Component 1: Municipal Infrastructure
2. Component 2: Rehabilitation Of Irrigation Infrastructure
3. Component 3: IDP Durable Housing
    a. Subcomponent 1: Provide Water And Sanitation Upgrades For IDP Cottage Housing For IDPS From The August 2008 Conflict
    b. Subcomponent 2: Provide Durable Housing Solutions For IDP From 1990s Conflict

Figure 1 Project Components



2. *MANAGEMENT APPROACH*

2.1 Overview and Management

Tetra Tech (Tt) is responsible to USAID for providing oversight related to the identification, verification, and reasonableness of proposed infrastructure development and rehabilitation projects. This includes the verification of work scope quantities, cost/benefit, and other impact analysis for irrigation channels, municipal infrastructure, and housing rehabilitation. Tetra Tech will provide expert advice on the verification final selection of proposed infrastructure. Once proposed infrastructure projects are selected, Tetra Tech will be responsible for supporting to successful completion all phases of implementation of infrastructure from initial planning through project acceptance. This oversight support will be provided to USAID/Georgia or to MDF as directed by USAID/Georgia. It includes the review of MDF's tendering and procurement, feasibility studies, environmental scoping and assessments, design review, construction management, quality control, monitoring, inspection and acceptance, operation and maintenance, and technical training of both MDF and infrastructure recipients (users).

2.2 Project Partners

The GMIP has a number of cooperating partners. The primary partners implement the project on day-to-day basis are USAID/Georgia (USAID), Government of Georgia Municipal Development Fund (MDF), Tetra Tech (Tt), and the MDF feasibility, design, and construction contractors.

Overall responsibilities of each of the project partners are shown in Table 1 and described below.

Table 1: Project Participants Roles and Responsibilities

Partner	Role/Responsibility
United States Agency for International Development (USAID)	✓ Governance ✓ Funding Agency ✓ Approval Authority for all deliverables ✓ Approval Authority of all financial payments ✓ Approval of procurement and administrative processes defined in the TO and ILs ✓ Approval of Program contracting steps ✓ Approval of Contract Administrative actions ✓ Approval of Contractor contract changes ✓ Technical Direction of Contracts ✓ Responsible for overall Project Management ✓ Project selection
Government of Georgia Municipal Development Fund (MDF)	✓ Procurements of goods and services ✓ Overall monitoring and reporting of the project ✓ Designing and planning infrastructure activities ✓ Performing required works ✓ Implementing environmental mitigation practices ✓ Developing procurement strategy ✓ Implementing procurement

Partner	Role/Responsibility
	✓ Tendering ✓ Awarding and managing rehabilitation-related activities that have been outsourced to a contractor ✓ Contract administration (cost, scope, schedule) ✓ Construction management ✓ Site supervision ✓ Contract QA/QC ✓ Applying Georgian and applicable USG standards and regulations to all appropriate processes and practices ✓ Closing-out all rehabilitation activities.
Tetra Tech – USAID Contractor	✓ Project Management Oversight ✓ Environmental studies support ✓ Programmatic Environmental Assessment Comp 3 ✓ Environmental Impact Assessment (for Components 1 and 2 – if required) ✓ Planning Activities ✓ Oversight of procurement ✓ Support and Review of bid document preparation ✓ Building MDF capacity ✓ Design Review Activities ✓ Technical Support and Oversight ✓ Construction management oversight
MDF Contractors	✓ Environmental Scoping ✓ Feasibility Studies ✓ Design ✓ Construction supervision ✓ Materials testing ✓ Construction

2.2.1 United States Agency for International Development (USAID):

The funding for the project is provided by USAID. The Task Order Contracting Officer's Technical Representative (TOCOTR), Brad Carr (Water, Irrigation, and Infrastructure Advisor, USAID Economic Growth Office) is responsible for managing the program for USAID. He is supported by George Kokochashvili (Engineering Specialist).

At the highest level, USAID will coordinate all work planning and construction budgeting with the GoG. USAID/Georgia is managing and implementing the program with the assistance of two main contractors, MDF and Tetra Tech. The contract with Tetra Tech is through a Task Order (TO). The contracts with MDF are through two Implementation Letters (ILs). USAID is responsible for ensuring all contracting processes undertaken under the project are in compliance with specific provisions of the USG Foreign Assistance Act and USAID policies governing USAID-financed project procurement. USAID is doing this through approval of activity designs, review of the general contractor's environmental reports and assessments, site visits, etc.

2.2.2 Government of Georgia Municipal Development Fund (MDF):

MDF is responsible for providing assistance to strengthen the institutional and financial capacity of local government entities. This includes investing in local infrastructure and services, improving the primary economic and social services for the local settlers, developing renewable energy (micro power plants and geothermal) sources, creating a sustainable economic basis for refugees, rehabilitating irrigation and drainage systems, providing low-interest loans to legal entities and physical persons, and providing technical assistance to foreign and Georgian organizations for developing business in Georgia and rehabilitation of war damage. MDF manages projects for provision of temporary and permanent shelters for IDPs. MDF evaluates the conditions of selected buildings for durable housing schemes and is responsible for the construction and rehabilitation of these buildings as part of the durable housing program.

Under the USAID Improved Economic infrastructure program, GoG's Municipal Development Fund (MDF) has been assigned the responsibility to perform the contracting to implement the USAID/Georgia Economic Infrastructure Program for the period of the contract from 17 February 2011 to 31 December 2013. MDF is responsible for all development or rehabilitation work, including designing and planning infrastructure activities; performing required works; implementing environmental mitigation practices; tendering, awarding and managing rehabilitation-related activities that have been outsourced to a contractor; applying Georgian and applicable USG Standards and regulations to all appropriate processes and practices; and closing-out all rehabilitation activities. USAID successfully carried out a certification process relating to MDF's financial, technical and procurement management capacity to perform its responsibilities under this program.

The coordination for MDF activity and its management is conducted by the Supervisory Board, the composition of which is appointed by the Decree of the Government of Georgia. All activities that are jointly supported, and that have prior USAID/Georgia support to fund will be forwarded to the supervisory committee of the MDF for final approval.

MDF is managed by the Executive Director appointed by the Prime-Minister. MDF's organization is as follows:

- Executive Director;
- Internal Audit Division;
- Administrative Department (Procurement Division; Financial Division; Management Information Systems Division; and Administrative Support Unit);
- Investment and Loans Department (Technical Division; Project Management; and Monitoring and Evaluation Division);
- The Social Investment Department (SID) (Technical Division; Project Management and Monitoring and Evaluation Division);
- Irrigation Department (which includes: Melioration Associations Division; and Technical Division).

MDF will conduct all procurement actions financed under the project in accordance with the World Bank Procurement procedures and the additional USAID procurement requirements provided in the ILs.

MDF will carry out the supervision of all aspects of the implementation of contracts procured under a specific loan/grant, (i.e. technical supervision, contract management and financial control, payments to contractors and/or suppliers, environmental impact monitoring, etc.). MDF will carry out its supervision either directly through MDF staff or with the assistance of consultants hired by MDF to that effect.

2.2.3 Tetra Tech:

Tetra Tech under its TO with USAID has a task order to provide support to USAID Georgia's for oversight and monitoring of MDF's activities.

Tt will form a close working relationship with MDF accompanying MDF in all phases of the project and provide monitoring and oversight services to MDF and USAID. Efforts will not duplicate the work MDF does or might perform. The monitoring and oversight role will include all areas of project intervention from procurement planning to final acceptance. It will also ensure that infrastructure outputs are effective, efficient, and sustainable and that implementation is carried out within allocated budgets and time restraints. Further, in this role Tt will oversee adherence to applicable Georgian and USG standards and regulations in the areas of contract award, financial payments, design planning, construction practices and compliance with applicable codes or regulations, including environmental protection and mitigation measures.

Tt will provide professional assistance across a range of areas, such as professional engineering support, planning, procurement, and other technical assistance. Tt will provide design oversight/review, as well as QA/QC oversight of the selected projects.

Project Selection: Tt will provide early support to USAID and MDF to help select projects and on-going support throughout the implementation process. Tt and USAID will jointly monitor current processes and practices, identify and mitigate areas of risk, and carry out oversight and quality control efforts to ensure that selected projects are implemented effectively and in accordance with both US and Georgian standards and regulations.

Environmental Clearance: A portion of Tt's work will focus on the environmental aspects of the program. Tt will: i) provide oversight for the development of environmental scoping statements for components 1 and 2 (although these scoping statements will be carried out by the MDF); ii) provide the Programmatic Environmental Assessment for component 3; and, iii) provide environmental impact assessments for components 1 and 2 if required.

MDF Capacity Building: Tetra Tech will assess of MDF's processes and practices, and perform and conduct necessary trainings to the MDF. Also the oversight role will include all areas of project implementation, from procurement planning to final acceptance. It will also help ensure that infrastructure outputs are effective, efficient and sustainable and that implementation is carried out within allowable budgets and time restraints. Further, in this role Tt will oversee adherence to applicable Georgian and US standards and regulations in the areas of contract award, financial payments, design environmental protection and mitigation practices.

Design Review Activities: Tt will carry out detailed review of housing and infrastructure designs, plans, and cost estimates for assigned USAID programs and activities including any proposed changes to designs during the course of project implementation. In addition, the contractor will ensure that the design products comply with the appropriate national and US standards and best practices.

Technical Support and Oversight: Tt will provide project management oversight services for contracts/agreements to assure use of engineering and construction best practices for IDP housing and infrastructure development and rehabilitation that will include:

1. Review the **feasibility and cost/benefit analyses** for acceptance/rejection decisions based on technical and economic criteria.

2. Provide **technical oversight with respect to implementation staff**, keeping USAID and MDF informed of work progress and implementation issues
3. Ensure that all interventions are in accordance and **compliance** with appropriate USAID/Georgian **codes and regulations**
4. Support and monitor MDF to insure **compliance with the procurement policies** and procedures specified by agreement between USAID/Georgia and MDF.
5. Prepare and/or review of reports and work plans, provide recommendations regarding the **viability and cost effectiveness of interventions** & identify alternatives as needed.
6. Monitor the adequacy, quality and acceptability of delivered goods and services through **construction inspection and surveillance services**, review of contractor reports, and meetings with implementation partners.
7. Assist in the development of **solutions for architecture and engineering** issues that cannot be resolved by the implementers.
8. Review and respond to proposed **changes in design and construction contracts**, the validity of claims, and contract time extensions.
9. Fulfill **certain administrative responsibilities** including, but not limited to, activities such as estimating expenditures, reviewing payment vouchers, responding to audits, assessing claims, and performing other related activities.
10. Fulfill **quality control/quality assurance services**, including materials measurement and services analysis, environmental monitoring, and testing to ensure delivered products are in accord with design specifications and drawings.

2.2.4 MDF Contractors

MDF contractors are to be selected based on competitive bidding procedures. During the bidding process, contractors will be required to present their staffing proposal and organizational structure to meet the needs of the individual projects. Companies will be required to have appropriate construction and design capabilities to suit the requirements requested in the bidding documents.

2.2.5 Major Stakeholders

Key Government Organizations:

The Ministry of Internally Displaced Persons from the Occupied Territories, Accommodation and Refugees (MRA) is responsible for Internally Displaced Persons (IDP) to include selection of buildings and beneficiaries for the durable housing program. MRA has regional offices which are responsible to implement GoG IDP policy in the field. They are involved in program implementation and act as focal points for municipalities.

The Ministry of Regional Development and Infrastructure (MRDI) is responsible for the development, implementation and coordination of the policy of regional development of Georgia. MRDI coordinates with MRA for selecting buildings for the durable housing schemes, selection of beneficiaries and coordination of regional project implementation, as well as any coordination with other donors and technical assistance activities.

The Ministry of Agriculture (MOA) is responsible for support of projects from the perspective of agricultural development. Such involvement should enable Georgian citizens to gain maximum agricultural benefit by launching different supportive projects.

LTD Mtkvari-M was established in 2006 as one of four state owned limited liability companies responsible for operating and maintaining the higher-order irrigation infrastructure in place of the Department of Amelioration Scheme Management of the Ministry of Agriculture. Mtkvari-M with headquarters in Mtskheta, is responsible for the Saltvisi and Tiriponi irrigation schemes being rehabilitated under GMIP. These particular schemes are managed by the subdivision office mostly based in Gori as well as present in strategic locations in the command area.

Local government at the district-level is under the jurisdiction of various municipalities. The municipalities although under the regional governors have been setup to be self-governing. Some of the functions/responsibilities of the municipalities include: managing and disposing of local government property; regulating use of natural resources, protecting the environment; resolving issues of land use in subordinate territories; organizing waste disposal; organizing sanitation, anti-epidemic and veterinary measures; preserving cultural heritage; developing and maintaining power, gas, water supply and land improvement systems; and constructing, maintaining and repairing regional roads.

USAID/Georgia Programs

There are two key USAID programs that offer potential for cooperation and collaboration with GMIP:

The Economic Prosperity Initiative (EPI) is a $40.4 million program designed to expand market linkages and improve the competitiveness of Georgian agriculture and agri-businesses, manufacturing and service industries to meet market opportunities. EPI will assist the GoG to broaden and deepen reforms that enhance the environment for business to flourish and that attract greater volumes of foreign investment.

New Economic Opportunities (NEO)is a $20 million program designed to a) improve rural incomes, b) reduce poverty levels, c) improve food security, d) address critical, small-scale household and agricultural water constraints in targeted communities, and, e) enable targeted IDP communities to sustainably maintain their households. It is structured to work primarily at the local level, with some national-level support.

Donor Organizations/NGOs

Donor organizations and NGOs have played major roles in the development of durable housing by providing financial and material assistance and ensuring the proper planning and implementation of humanitarian programs for IDPs. Two of the agencies active in the program include UN, working through its humanitarian arms of UNOMIG, UNHCR, UNDP, UNICEF, World Food Program, and FAO, as well as USAID with its implementing partner NGOs including Save the Children, IRD Counterpart, Care, and Mercy Corp. The European Commission Humanitarian Office (ECHO) was a significant donor organization for several years. In 2008 International donors provided USD 219.9 million. GIZ (Formerly GTZ) also has contributed significantly to the improvement of IDP Housing. The Organization for the Security and Co-operation of Europe (OSCE) conducted an assessment of irrigation in the Shida Kartli Region as part of OSCE's contribution in seeking a solution for avoiding conflict in the region.

NGOs such as Norwegian Refugee Council (NRC) have played important roles by supporting other activities, including a) information dissemination and awareness campaigns, b) provision of legal services, and c) implementation of livelihood, agriculture, infrastructure and housing rehabilitation projects. In the 2008 crisis NGOs played a crucial role in mobilizing resources for the emergency shelter and care of IDPs.

3. PROJECT ELEMENTS AND PHASES

3.1 Project Elements

The major elements of the project are shown in Table 2. Each phase/activity and Tetra Tech's roles and responsibilities are described below.

Table 2 Project Phases/Activities

Phase/Activity	Time Period
Project Selection	May-Nov 2011
Environmental Clearances	Jun 2011 – Feb 2012
Procurement	Sep 2011 – Feb 2012
Design/Construction	Feb 2012 – Sep 2013
Capacity Building	Jun 2011 – Sep 2013

3.2 Project Selection

This phase is on-going. It is expected to be completed no later than 15 November. Agreement has been reached on implementation of sub-projects for Component 2 (Irrigation) and Component 3.2 IDP Housing. A decision on sub-projects for Component 1 (Municipal) and Component 3.1 (Cottages) is still pending as of 15 October 2011.

The Project Design/Project Selection Phase began in May 2011with the award of two contracts by MDF. These contracts were for preparation of feasibility studies and environmental scoping reports. One contract was with Ltd Kavgiprotrance (KAV) for sub-projects under components 1 and 2. KAV prepared studies on 8 municipal infrastructure projects and three irrigation sub-projects. The second contractor, GEO Ltd., prepared studies and sketch drawings on the two main sub-projects under component 3: 1) providing water and sanitation to eleven of fourteen IDP cottage housing communities; and, 2) rehabilitation of certain apartment buildings and collective centers for durable housing solutions for IDPs from the 1990s Conflict.

A workshop was held on 15 September 2011 to finalize the selection of sub-projects. Representatives of MRDI, MRA, MOA, USAID, MDF and Tetra Tech participated. The results are presented in Table 3.

Table 3 Project Selection Status

Component	Title	Sub-project	Cost	Status
1	Municipal (8)	Roads (5); Flood Protection (1); water/waste water supply (2)	Feasibility Cost exceeded budget	Final selection pending formal letter from GoG.
2	Irrigation (3)	Tiriponi; Saltvisi; Tezi-Okami	Feasibility Cost exceeded budget	MOA proposed all Saltvisi & part of Tiriponi.
3a	Cottages (14)		Feasibility Cost less than budget	MRDI reluctant to finance WWTF; Final selection pending Letter from GoG
3b	DP Housing (119 bldgs)		Feasibility Cost exceeded budget	MRA proposed 93 buildings.

Remaining activities to be carried out by Tt as part of the Project Design and Selection include:

1. Site visit reports on the selected projects (November 2011)
2. Final review of the deliverables on the two MDF contracts (November 2011)
3. Project Selection Report (December 2011)
4. Review and recommendations on any additional sub-projects proposed by USAID/GoG (As required)

3.3 Environmental Clearance

The Environmental Clearance Phase is on-going. It began with the start of the project. The completion date should be no later than 15 February, 2012 depending on the final selection of projects.

Two Initial Environmental Examinations (IEE) were conducted by USAID in accordance with Title 22, Code of Federal Regulations, Part 216 (22 CFR 216). The IEEs for Components 1& 2 (Municipal & Irrigation) were approved by USAID's Bureau Environmental Officer in July 2010. The IEE for Component 3 (Durable Housing) was approved in June 2010.

For Component 1 (Municipal Infrastructure) and Component 2 (Rehabilitation of Irrigation Infrastructure) the IEE recommended action was a positive determination. Project specific scoping statements (SS) were to be conducted by MDF contractors as part of the feasibility studies and Environmental Assessments (EA) were envisaged. In the event that analyses conducted during the project implementation revealed that certain small-scale elements of the program did not require such in-depth environmental review, a Negative Determination with Conditions could be applied and a Mitigation and Monitoring Plan could then be developed. At the request of USAID/Mission Tt prepared Environmental Mitigation and Monitoring Plans (EMMP) for the Tiriponi Irrigation Project, the Oni Road project, and the Dusheti Flood Protection Project. The BEO reviewed the Tiriponi EMMP in September and decided that scoping statements and EAs were required for the Component 1 & 2 subprojects for irrigation and roads.

For Component 3 (IDP Durable Housing) the IEE confirmed the potential for significant adverse effects of one or more components. A Scoping Statement and Programmatic Environmental Assessment (PEA) were required. Tt prepared both documents. The PEA was submitted to the USAID/Mission on 26 August.

Remaining activities to be carried out by Tt as part of the Environmental Clearances are presented in Table 4:

Table 4 Environmental Clearance Status

Comp	Item	Draft SS Submittal	Final SS Submittal	Draft PEA/EA Submittal	Final PEA/EA Submittal	Status
1	Roads	11/23/2011	12/10/2011 (Subject to comments by BEO)	12/25/2011	1/10/2012 (Subject to comments by BEO)	On-going
1	Flood Protection	TBD	TBD	TBD	TBD	Not started

Comp	Item	Draft SS Submittal	Final SS Submittal	Draft PEA/EA Submittal	Final PEA/EA Submittal	Status
1	Water/Waste Water	TBD	TBD	TBD	TBD	Not Started
2	Irrigation	11/15/2011	12/10/2011 (Subject to comments by BEO)	12/25/2011	1/15/2011 (Subject to comments by BEO)	On-going
3	IDP Housing	8/10/2011	9/6/2011	8/28/2011	11/23/2011 (subject to comments by BEO)	SS Approved; Draft PEA submitted to USAID on 8/28/11

3.4 Procurement

The Procurement Phase is on-going. It began on 15 September 2011.

The Tt project team will help prepare the procurement documents and work closely with the MDF staff to develop capacity in this area. The tenders for construction related work will largely target local and regional firms. After completion of advertisement for the construction projects Tt will assist MDF with pre-bid conferences. For the tender documentation, the project team's role will include assistance to prepare specifications as well as technical documentation and guidance. MDF is responsible for ranking, awarding, and contracting. Because Design-Build is a new concept to MDF, they have requested special assistance from Tt in preparing Employers Requirements.

In accordance with the MDF ILs, it will be necessary to review the following items:

1. Notice to prospective offerors
2. Lists of prequalified offerors (prior to issuance of the solicitation document)
3. Complete solicitation document (prior to issuance):
4. Contractor selection method may be part of approval of solicitation document;
5. The selected contractor
6. Any MDF decision to terminate negotiations with the highest ranked offeror & to initiate negotiations with the next ranked offeror or to reject all offerors
7. The contract (prior to execution); and
8. Signed contract before financing.

Based on project selection and discussions with MDF and USAID it is anticipated that contracts will be issued as shown in Table 5.

Table 5 Expected Construction Contracts (September 2011)

#	Projects	Method	Contracts	Notes
1	Roads	Direct construction	2	Oni sub-project should be separate
2	Water Supply	Design-Bid-Build	1	Detailed designs by GWUC.
3	Flood Protection	Design-Build.	1	Dusheti River bank protection
4	Irrigation	Design-Build	1	Tiriponi/Saltvisi
5	IDP Cottage settlements	Design-Build.	1	Cost estimates by GEO, provisional sum must be added for infrastructure connections (gas, electricity, water, sewerage).
7	IDP Buildings	Direct construction	4	MRA will approve buildings for rehabilitation based on the FS results
	Total		**10**	

A Procurement Plan was prepared by MDF and reviewed by Tetra Tech for Component 2 (Irrigation) and Component 3b (IDP Buildings). The general steps in the procurement process and the tentative schedule for Components 2 and 3b are outlined in Table 6. The schedules for the procurement of the Municipal (8 sub-projects) and the Cottage Communities are dependent on final selection of projects.

Table 6 Procurement Process

Item	Description	Responsible Organization	Proposed Completion Date (Comp 2 & 3b)
1.	Bidding Document preparation (Works)	MDF with Tt support	21/10/11
2.	Submission of BD	MDF	11/15/11
3.	Clearance of BD	USAID / Tt	1/12/11
4.	Publishing Specific Procurement Notice (biding announcement)	MDF	5/12/11
5.	Pre-Bid Conference	MDF / Tt	15/12/11
6.	Opening of Bids	MDF (public)	12/01/12
7.	Preparation of Evaluation Report and Submission	MDF	31/01/12
8.	Clearance of Evaluation Report	USAID / Tt	14/02/12
9.	Notification of Award	MDF	15/02/12
10.	Negotiations	MDF	22/02/12
11.	Submission of Agreed Contract	MDF	22/02/12
12.	Clearance of Contract	USAID / Tt	29/02/12
13	Contract Signing	MDF	01/03/12

The activities to be carried out by Tt include:

1. Assist with Bidding Document preparation (Works)
2. Clearance of Bid Documents
3. Assistance with Pre-Bid Conference
4. Clearance of Evaluation Report
5. Clearance of Contract

3.5 Design Phase

Because of several decisions—(a) that of using Design-Build for flood protection, irrigation, and IDP cottage settlements; (b) that of moving directly to construction using feasibility designs for roads and IDP Buildings; and (c) that by MDF to use the Georgian Water Utility Company (GWUC) for municipal water supply designs—the design phase under GMIP will be different than originally anticipated in the project design. However, as specified in the Task Order, Tt will be responsible for carrying out detailed reviews of housing and infrastructure designs, plans, and cost estimates. This will include:

- Supporting and monitoring MDF to ensure compliance with the USAID/Georgia and MDF procurement policies and procedures.
- Evaluating design products relative to compliance with appropriate national and US standards and best practices.

Specific design activities to be carried out by Tt include:

1. Whether a design build, direct construction, of the traditional design-bid-build will be used, Tt will review and approve all designs, BOQs, and technical specifications used in the bid documents.
2. Under Design-Build contracts Tt will review all design criteria, design specifications, drawings and BOQs as part of the design-build construction contract.
3. For the Direct Construction contracts Tt will review final working/good-for-construction (GFC) drawings during the mobilization and setting out period. This will include design criteria, design specifications, drawings, and BOQs specified as part of the construction contract.
4. For all construction contracts Tt will also review and approve design changes during construction, as well as the final as-built drawings prepared by the contractors as required.
5. Tt will also provide assistance in the development of design solutions for architecture and engineering issues that cannot be resolved by the implementers.

3.6 Construction Phase

The Construction Phase is expected to begin in February 2012 and run through the remainder of the project in September 2013.

All project management oversight, capacity building and training exercises will be conducted by Tetra Tech (TT) as per Oversight Task Order between TT and USAID. Management of the construction works will conducted by MDF.

Specific activities to be carried out by Tt will include:

1. Technical oversight of implementation staff, keeping USAID and MDF personnel informed of work progress and implementation issues through regular meetings and written communications.
2. Ensuring that all interventions are in accordance and compliance with appropriate USAID and Georgian engineering, architectural, construction, and environmental codes and regulations including, but not limited to, applicable occupation safety, fire codes, and 22 CFR 216.
3. Supporting and monitoring of MDF to insure compliance with the procurement policies and procedures specified by agreement between USAID/Georgia and MDF. These processes will include evaluation of contract modifications.
4. Monitoring the adequacy, quality and acceptability of delivered goods and services through construction inspection and surveillance services, review of contractor reports, and meetings with implementation partners.
5. Monitoring delivered goods and services through construction observation and surveillance services, reviewing of contractor reports and meetings with implementing partners.
6. Assisting in the development of solutions for architecture and engineering issues that cannot be resolved by the implementers.
7. Reviewing of changes to construction contracts; evaluate the validity of claims and contract extensions.
8. Reviewing payment vouchers, responding to audits, and assess claims.
9. Quality control/quality assurance services, including materials measurement and services analysis, environmental monitoring, and testing to ensure delivered products are in accordance with design specifications and drawings.
10. Assisting with the close out of completed projects and the project close out report

3.7 Capacity Building and Training

In developing this work plan and during the course of the project implementation Tt has placed, and will continue to place, capacity building at the forefront of all activities. We will work closely with MDF, as well as the construction contractors to develop project-specific capacity through on-the job-training and mentoring. Tetra Tech will also support implementation of training and capacity building for the operators and managers of the newly rehabilitated infrastructure projects. Training will consist of class room, field, and on-job-training.

Tetra Tech team is well equipped and prepared to plan and implement a more in-depth, formal, capacity building program under this contract. One area that may be sensible for a capacity building effort is to establish a baseline of key corporate capabilities using a maturity model approach, to help prioritize and identify critical capability gaps. This approach, based on review and assessment, categorizes critical functional areas, such as quality control or planning, and indicates its status in comparison with an idealized state. Using this approach, critical areas for capability development efforts can be prioritized. However, the project team will not proceed with such an assessment unless requested by USAID.

Training courses expected to be offered over the next year include:

1. Procurement Integrity Course (October 19/20, 2011)
2. Preparation of Design-Build procurement Documents (OJT)- (October 2011 – January 2012)
3. QA/QC Responsibilities and Procedures (March 2012)
4. Document Control Procedures (December 2012)

3.8 Project Schedule

A project schedule has been developed in MS Project to present graphically the details of the proposed implementation plan and the timelines for the implementation of different tasks, reporting, and planning activities. The schedule is included as an Annex 1.

3.8.1 General Assumptions

The Project Schedule incorporates the following assumptions:

- Project Effective Date was May 23, 2011.
- Project Completion Date is November 22, 2013
- Project task durations are shown in working days.
- The schedule does not consider US or Georgian holidays as non-working days.
- The schedule only includes tasks associated the currently assigned activities. The schedule will be adjusted on a regular basis throughout the life of project.
- All reviewing authorities USAID, GoG, and others are expected to provide comments within 5-10 working days of receipt of documents, unless otherwise specified in the schedule.

3.8.2 Maintenance and Tracking of Project Schedule and Tasks

Tetra Tech will use MS Project as the preferred tool for planning, management, and scheduling to help define critical-path schedules based on obtainable milestones to achieve deliverable dates. A master schedule was prepared by USAID. The schedule will be maintained by Tetra Tech and updated weekly. It will be included in the quarterly progress reports. Any events that substantially impact the project schedule will be updated and discussed with the COTR at the bi-weekly meetings, or sooner if needed, and highlighted in the quarterly report.

4. TETRA TECH STAFFING PLAN

4.1 General

TetraTech is responsible for providing USAID/Georgia and its implementing partners at the Municipal Development Fund immediate access to a team of full-time and short-term technical assistance that includes all related fields of expertise required for successful oversight of implementation of Components 1, 2, and 3 of the Task Order. Tt has assembled a strong and well qualified professional team of technical specialists to meet USAID's and the GoG's needs for the project. Required technical assistance spans the full range of expert engineering advice and oversight, organizational capacity building expertise, and the provision of analytical and technical support to USAID. The Tetra Tech team has been structured to provide technical assistance, oversight and quality control for building assessment and evaluation, engineering planning and design, and quality control/quality assurance planning. This expertise includes procurement management, engineering management, engineering, environmental science, construction management, monitoring and inspection, and technical training.

The Tetra Tech staffing plan includes a combination of long term (LTTA) including Jeffrey Fredericks (COP) and Ilia Eloshvili (DCOP) and CCN administrative and technical personnel based in the Tetra Tech Tbilisi office – short term (STTA) expat and local technical assistance (CCN) organized into several support teams. Additional support, oversight and management will be provided by Tetra Tech home office staff as needed.

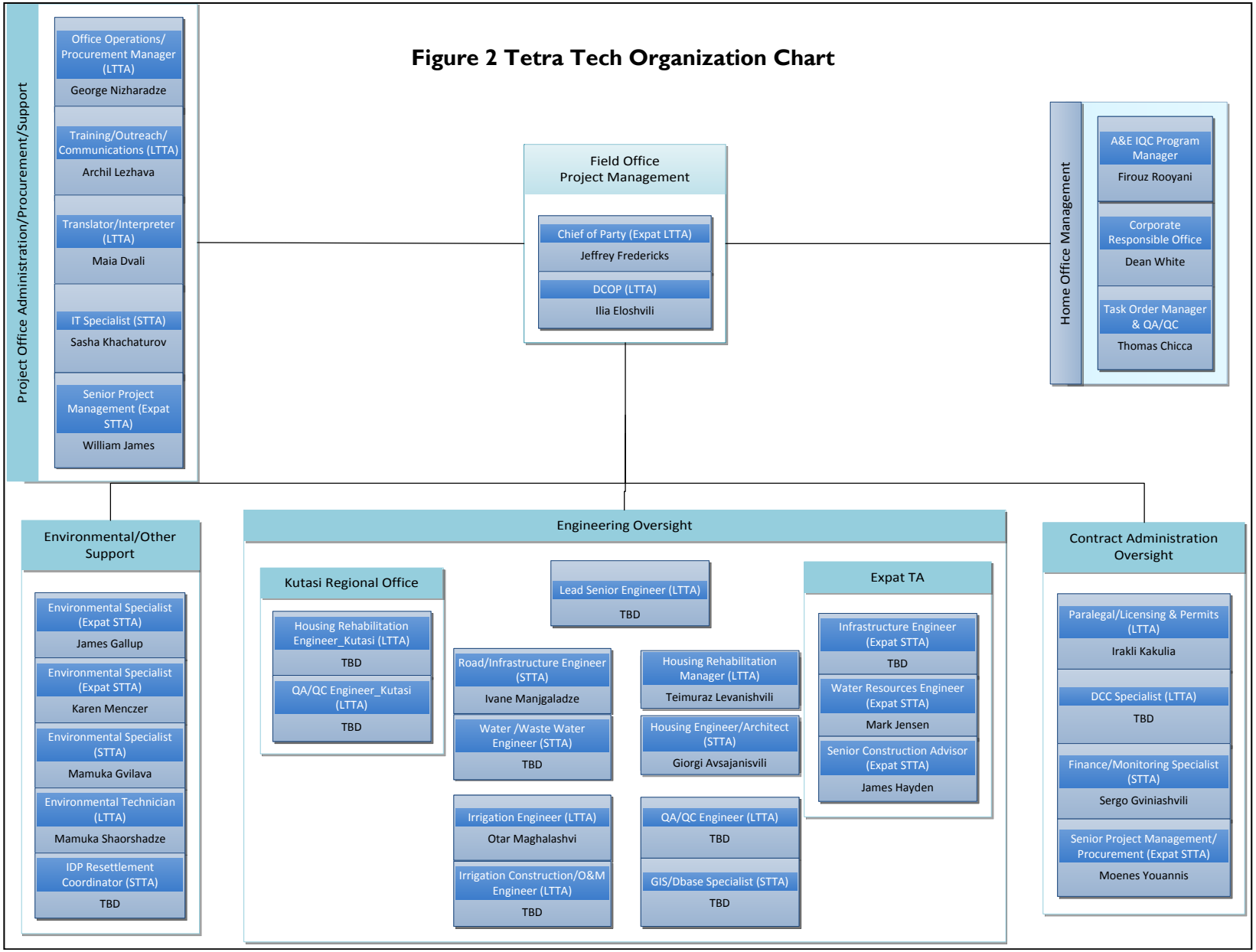
This staffing plan is designed to ensure successful implementation of our technical approach. Further, Tt seeks to maintain flexibility in response to evolving project needs and to provide additional resources to address fluctuations in workload. This Work Plan is designed to be responsive to the logistical and administrative challenges posed by concurrently implementing potentially 8 municipal infrastructure, 2 irrigation system, 14 cottage community, and 93 IDP building sub-projects under more than 10 construction contracts in multiple locations throughout Georgia.

Tetra Tech has established a Tbilisi project office adjacent to MDF. Day-to-day project activities are managed from this office. Arrangements to allow reach-back technical services to be provided from Tetra Tech's home office have been submitted to USAID for approval. A preliminary staffing review has been carried out. Additional long term local staff (LTTA) as well as expat and local short term technical assistance (STTA) will be required. Local subcontractors may be used depending on work flow fluctuations and work scheduling from USAID. Subject to budget review and approval by USAID, a regional office will be established in Kutaisi.

As the GMIP progresses, additional support may be required from short term technical assistance (STTA). This would provide technical resources for short term (2 to 4 week or longer) assignments by additional Tetra Tech technical specialists from the US to augment the in-country team, as required. STTA provides the ability to respond to a specific need and to focus on complex technical issues and staff surge requirements. All STTA international travel requests have been, and will continue to be, submitted to the COTR for approval with detailed justification prior to mobilization.

The revised staffing plan developed for the project, as shown in Figure 2 below, includes: A-E specialists, QC/QA specialists, environmental experts, and community outreach specialists. The roles of the Tetra Tech Key Personnel are included as an Annex 2.

Figure 2 Tetra Tech Organization Chart



4.2 Tbilisi Office Project Management Team

The GMIP will be managed from the Tetra Tech project office in Tbilisi under the direction of the Chief of Party (COP), Jeffrey Fredericks. The COP will be the single direct point of contact for the Mission. He will be the central interface among all project team members and stakeholders providing all day-to-day program management, administration and oversight functions. He will be assisted by Ilia Eloshvili, Deputy Chief of Party (DCOP).

4.3 USA Home Office Support Team

The Tt Home Office team members will provide management, technical and contractual support to the in-country team.

For management support the key persons are:

- Dean White, Corporate Responsible Office
- Firouz Rooyani, A&E IQC Program Manager
- Thomas Chicca, Task Order Manager & QA/QC

Additional support, oversight and management will be provided by the Tetra Tech home office as needed.

Home office reach back support provides a cost-effective means of efficiently accessing essential, but unique and limited engineering expertise needed for accurate and high quality project designs.

Home office support will be provided through e-mail correspondence, videoconference, technical consultations, or sharing of designs and issues. This eliminates the inefficient time and expense of mobilizing expertise to the field for relatively limited, project-specific engineering applications. In anticipation of these additional needs, additional home office support staff approvals have been requested through USAID in many technical areas in order to allow for flexibility and quick responses to project technical needs as they arise – including additional STTA needs.

4.4 Tbilisi Office Management/Administrative Support Team

This team will support all administrative and office operations. This will include maintaining local filing system, managing office expenditures, local procurement, translations, training coordination, public awareness, IT support, organizing transportation, etc. This group will be supervised and trained by Sergo Gviniashvili, Procurement Specialist, STTA, under the direction of Ilia Eloshvili, DCOP.

4.5 Tbilisi & Regional Engineering Oversight Technical Team

The Engineering Technical Oversight team will be led by a senior engineer. This is a new position and is expected to be filled in November 2011. The Technical Oversight team will be responsible for supporting the project selection process, procurement bid document preparation, design review, and construction management QA.

Figure 3 Tetra Tech Oversight & Monitoring Team

Project selection. Tetra Tech will continue to use LTTA and STTA technical staff throughout the project selection phase. Tt staff have reviewed project planning & feasibility documents and conducted site visits to verify costs as well as technical and economic feasibility of proposed sub-projects. These activities will continue until the final list of sub-projects has been reviewed and approved by USAID & GoG.

Procurement. Tetra Tech will also use LTTA and STTA technical staff to support the procurement phase. Tetra Tech technical staff will assist in providing support to MDF and will

review bid documents that include such items as technical specifications, bill of quantities, and design drawings.

Design review. Because of the diversified and short term requirements of the design review and modification process, one option being considered is to use specialized staff from local consulting companies. The Tt Home Office will also provide a pool of experienced engineers that can be used for short duration home office assignments on a case by case basis to be approved by the COTR.

Construction Management and QA. It is anticipated that there will be two construction management teams. A technical Oversight Team will operate out of Tbilisi and one will operate out of a regional office to be established in Kutaisi. The Technical Engineering Team will have experts who can provide guidance in the technical aspects of GMIP work out in the field sites, including roads, irrigation, buildings, design, construction management, water and wastewater, and QA. These persons will be full time engineers responsible for providing oversight and monitoring of construction activities. All teams will be supported by expat and local STTA as required. Efforts will be made to assign one engineer to be responsible for covering a maximum of one or two contracts.

A Regional Office will be established in Kutaisi under the direction of a Team Leader, an engineer with capacity to undertake, as well as supervise, the building construction QA activities of Tt. This Team Leader will have two full time engineers who will be engaged in the day to day conduct of QA monitoring. It is assumed that the construction load at any one time for the DH Buildings will consist of approximately 30 buildings.

4.6 Contract Administration Oversight Team:

The Contracts Administrative Oversight Team will have competence and expertise in Procurement, Finance, Law, and Document Control. The contract administrative team will be led by the DCOP, supported by LTTA and STTA staff. This group will be responsible for assisting in the preparation and review of all procurement documents. They will also review and monitor all proposed contract changes by MDF and its contractors. The team will establish and maintain the project Document Control Center.

4.7 Environmental/Capacity Building/Other Support Team:

This group will be under the direction of the COP. The majority of the work on the environmental clearances is expected to be completed before January 2012. Capacity building and training will continue throughout the project and will largely be supported by STTA with assistance from the long term support staff. Archil Lezhava, Program Specialist, will coordinate all training activities.

5. TETRA TECH OVERSIGHT AND MONITORING PLAN

5.1 Project Management Plan

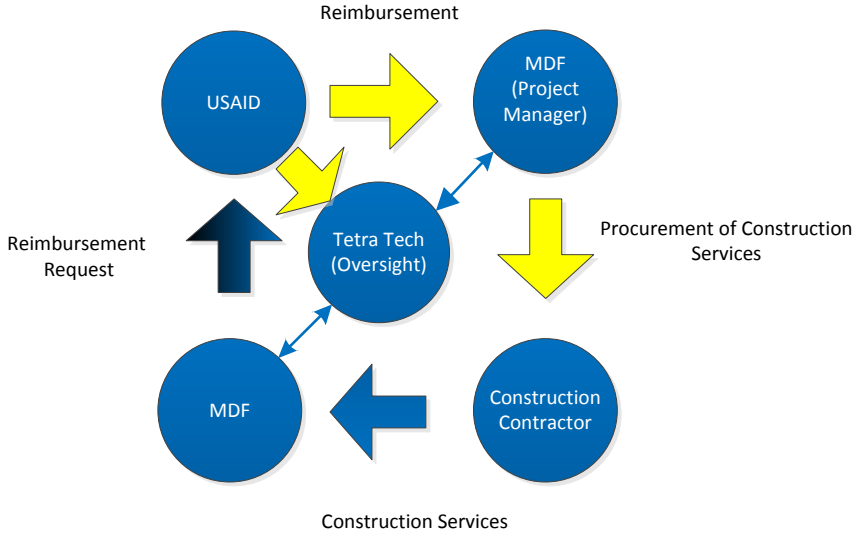
Under a host country (HC) contract, USAID finances, but is not a party to, contractual arrangements between the HC and the supplier of goods and/or service. USAID does have approval right for the contracting process throughout the project's implementation. Tetra Tech will provide oversight for this process.

Tetra Tech's oversight and monitoring responsibilities cover project activities that include:

- Awarding contracts e.g., preparing requests for proposals, tendering, review of proposals, technical evaluation, cost evaluation, determining competitive range, selection, and contract award with a focus on ensuring that practices reflect Georgian procurement legislation and applicable USG statutory requirements, such as source and origin regulations.
- Payments for services rendered or delivered e.g., methodology of validating invoices for services rendered or delivered.
- Close out of completed projects e.g., financial and payments reconciliation, reconciliation of services delivered to design specifications, methodology to address outstanding issues.

Advice and recommendations for approval/disapproval will be communicated to MDF and USAID/Georgia through written reports as required.

Figure 4 Project Management Relationships



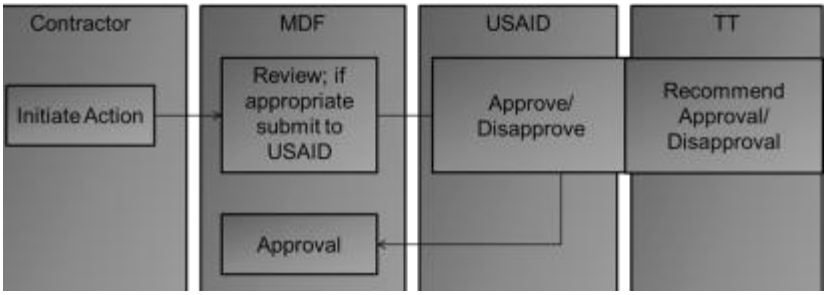
5.2 Construction Management Plan

This section presents a summary of the proposed Project Construction Management Plan. The purpose of the plan is to ensure that the original contract price, schedule and scope of work are followed properly. This requires that roles and responsibilities of all participating parties are clearly defined. This is very important in dealing with changes during the work period.

5.2.1 Parties

The project is managed by the main partners USAID, MDF, and Tetra Tech. The tasks and responsibilities of each party are defined by various legal documents. MDF will select contractors and sign contracts based on competitive bidding procedures. The typical roles and responsibilities are presented in Figure 5. The contractor will initiate actions; MDF will decide if change/correction is appropriate; MDF will send to USAID through Tetra Tech for approval; Tetra Tech will review and recommend approval/disapproval; USAID will approve/disapprove. Tetra Tech will inform MDF of the decision; MDF will inform the contractor; the contractor will proceed.

Figure 5 Approval Process



5.2.2 Types of Works

Based on the current developments and preliminary agreements between USAID and MDF, there will be several types of contracts – traditional Design-Bid-Build, Design Build and direct Construction.

Design-Bid-Build is the traditional method of contracting. A design firm will be contracted to prepare the designs and tender documents. The construction contractor will then be selected competitively under a separate procurement. In some cases the design contractor may also be contracted to carry out construction management services.

Design Build contracts will be used for more complex subprojects to enable contractors to present alternative engineering and design solutions, construction methods, etc. This type of contract is also used to fast track construction efforts. The design and construction activities can proceed at the same time.

Where design drawings and costs are available with sufficient accuracy to prepare tender documents and the scope of work is more defined and does not require consideration of alternative solutions, the project will move directly to procurement for construction. Construction contractors will be required to prepare detailed working drawings, good for construction, immediately after award of the contract.

5.2.3 MDF Project Management Structure

MDF will carry out the supervision of all aspects of the implementation of contracts procured under a specific loan/grant (i.e. technical supervision, contract management and financial control, payments to contractors and/or suppliers, environmental impact monitoring, etc.). MDF will

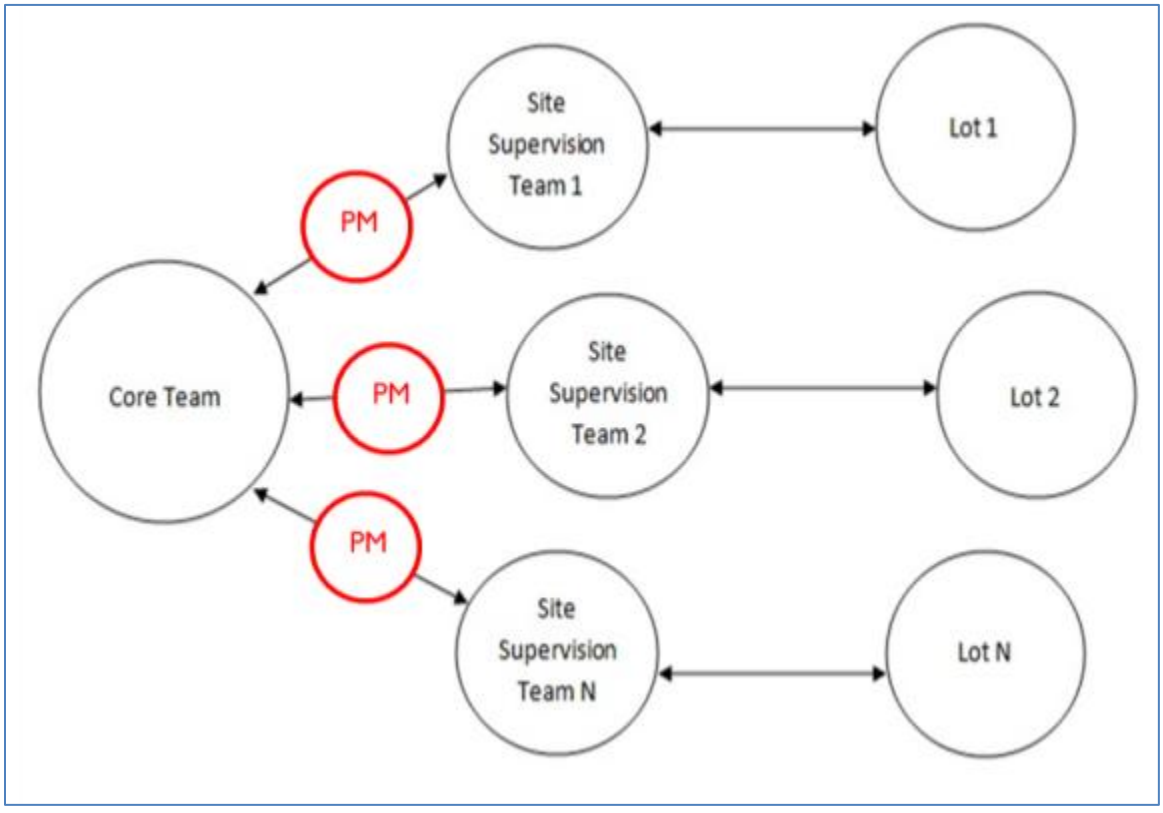
perform its supervision either directly through MDF staff or with the assistance of consultants hired by MDF. Costs of supervision will be the responsibility of MDF as part of its operating costs.

Obligations, responsibilities, accountability and communication issues among the MDF staff involved in the construction management would be governed by MDF's Charter. USAID Program Management Team established at MDF would be in charge of overall coordination of the MDF efforts.

MDF's organizational units will work on technical, financial and legal issues related to construction works undertaken under all project components in coordination with the dedicated USAID MDF Program Management Team (consisting of two persons).

MDF's project management team will consist of the dedicated Core Team and Site supervision teams or site supervisors (see Figure 6). Before the commencement of works and after procurement strategy is determined, MDF will present the project specific Core and Site Specific management team configuration and structure.

Figure 6 Recommended MDF Project Management Structure



The Core team will consist of MDF staff. Heads of respective MDF units will be responsible for solving technical, financial and legal issues raised during construction period. Although overall responsibility for construction management rests with management of MDF, heads of the units will assign employees to work on the issues under their supervision.

USAID has the final approval right for the structure proposed and for the individuals recommended based on their qualifications. The project management team and the team members individually may be supported by additional training provided by Tt before and after signing of the construction contracts, as training needs are identified.

In the bidding documents that MDF has developed for the three Components, MDF has included the concept that a Project Manager (PM), shown in red above, will be placed between the Core Team, which is primarily an MDF Home Office based management task force and each of the Site Supervision Teams. This will enable MDF and its Core Team to have a singly focused representative managing the activities of each Site Supervision Team.

5.2.4 Scope Management

The scope of work shall be defined in the construction contracts. Contractors will be closely monitored to ensure that works are performed in accordance with the original scope.

A final scope of work will be determined after an approved contractor finalizes its final working drawings during the mobilization and setting out period. The correctness of engineering solutions proposed by a contractor, its final working drawings, and any changes in BOQs will be subject to approval by MDF, USAID, and Tetra Tech (project management team).

After the scope of work and quantities of the work is determined, MDF shall monitor and control the implementation process to ensure that work is executed according to the agreed scope, specifications and requirements.

MDF's site specific monitoring personnel will be required to update MDF's management core team on a weekly basis about the performance of a contractor and whether its work is compliant with the original scope. Any unauthorized deviation should be reported to the MDF project management core team. While a site team should respond to the deviation in accordance with any instructions received from MDF, nonetheless where such deviations could cause environmental, social or safety problems the site supervision teams will be authorized to issue a stop order immediately pending receipt of MDF instructions.

There will be several occasions when authorized scope change may occur during construction. The contractor will initiate a change request and MDF will decide if the change is required. MDF will then send the request to USAID, through Tetra Tech, for approval. Tetra Tech will review and recommend approval/disapproval of the change request. USAID will then approve or disapprove such change request. Tetra Tech will inform MDF of the decision and MDF will inform the contractor.

5.2.5 Cost Management

The contract price shall be agreed and determined during the process when procurement is finalized and contract negotiations are conducted. After signing the contract, the Contractor will prepare a monthly project cash flow projection. The MDF Core team shall monitor progress and financial performance of Contractors. If there are deviations corrective action will be taken.

After each period specified in the contract, a contractor will be required to prepare invoices based on the activities or quantities of works performed including and reflecting all payment retentions envisioned in contract. After submission of an invoice, MDF will review and verify the quantities, the total amount requested and unit rates applied. Before starting the payment

procedures and after finalization of internal clearance, MDF will be required to provide approved invoices to USAID and Tt for their consent. USAID and Tt will not be responsible for reviewing the net quantities presented in invoice by the contractor.

5.2.6 Schedule Management

A reasonable duration for the construction period shall be defined in the procurement documents prepared by MDF. The bidding evaluation committee shall consider carefully a Contractor's ability to perform the work within the contract period. After awarding the contract and issuing the commencement of works, the contractor will be required to present detailed program schedule within the required contract period. The schedule must be approved by MDF. Before final approval MDF shall submit the program to USAID for their consent. USAID will then seek Tt's recommendation before giving or withholding its consent.

MDF site supervision teams will monitor the progress. The progress of the work will be discussed during the monthly progress meetings attended by USAID and Tetra Tech representatives and, if necessary, recommendations will be given by parties on the required steps based on the existing progress. Deviations between the original and actual schedule will reported to the MDF core management team. MDF will request the contractor to take appropriate steps to maintain the approved program schedule for the works. All revisions in the contractor's program schedule must be submitted to MDF. After receiving a request for schedule revision, MDF shall review and approve or disapprove the request. Before final approval MDF shall submit the program to USAID for their consent and USAID then will seek Tt's recommendation before giving or withholding its consent.

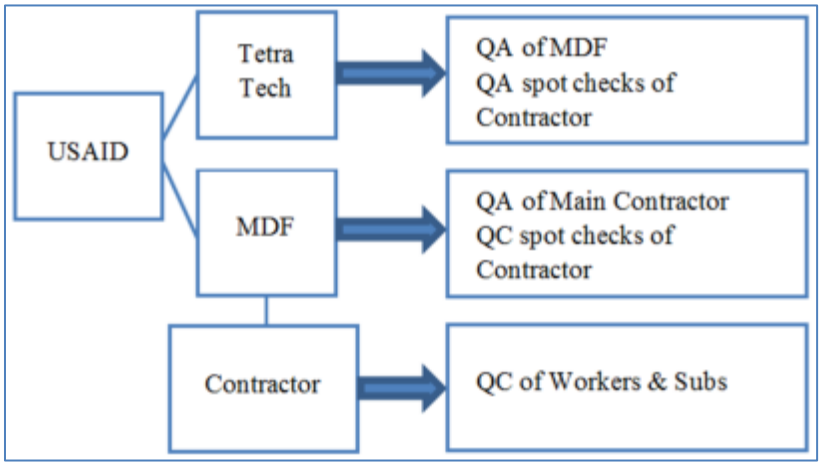
There may be other circumstances when a program schedule for the works may need to be revised. A contractor will be entitled to request an extension of time. Time extensions may be approved by USAID with TT recommendation.

5.3 Quality Assurance/Quality Control Management

The purpose of Quality Assurance/Quality Control Management (QA/QC) is to ensure that all work is performed according to the standard specifications and requirements identified in the contract documents. Adjustments will be made when necessary and applicable to reflect realities of USAID and host country preferences, conditions, available materials and O&M considerations.

QA/QC during project implementation is an extremely important safeguard to meet expectations of the projects sponsors, implementers and ultimately the beneficiaries. This includes process checks and tests performed by the various concerned parties and related management systems. QA/QC should be adhered to throughout the project implementation and construction process. QA & QC are two distinct but interrelated functions. QA is defined as a system of general programmatic activities implemented to ensure QC is performed properly. QC is defined as a series of specific activities performed to ensure that a product of expected quality is delivered. The relationships within the GMIP are shown below.

Figure 7 Top-Level QA/QC Structure



5.3.1 GMIP QA/QC Plan

As oversight engineers for USAID, Tetra Tech (Tt) will be responsible for performance of Quality Assurance (QA) activities. This is an all-inclusive application of standards and procedures to ensure that the finished facility meets or exceeds the desired performance criteria as specified in the design and construction documents. It includes the necessary documentation to verify that all steps in the QA process have been satisfactorily completed. The general type QA Activities will include:

- Preparation of a Quality Assurance (QA) Manual that can be used for initial oversight of the construction contractor and as a training tool for general construction oversight for construction
- Monitoring MDF's QC activities and advising on technical maters
- Organizing and providing training and technical assistance to MDF and its QC personnel
- Potential periodic verification sampling, visual inspection and testing
- Evaluation of the quality of the works, products and workmanship

MDF, which is designated by GoG and USAID for the procurement and implementation of all works, with technical assistance from Tetra Tech, will be responsible for the performance of the contractor QC activities. This includes inspecting, measuring and testing the work performed to identify any variances from the performance standards indicated in the construction plans and specifications, taking action to correct or minimize any adverse variances, and making every reasonable effort to improve performance such that all activity will be in total conformance with established work standards and the Contract documents. MDF may use its own personnel to perform QC activities, or may complement their own personnel with external QC engineers with sufficient qualifications and experience. A request for the use of external QC engineers shall be submitted to Tetra Tech and USAID for their approval. In case of the irrigation component MDF may consider retaining the Operating Company Mtkvari-M to perform most of the QC supervision activities.

In addition to the foregoing, MDF will be able to secure via its contracts with the actual builders and construction companies a large measure of self-Quality Control (QC) by those same builders and companies. Thus, these entities will be obligated to develop and impose upon their workers a QC scheme which will perform a large part of the QC burden. In the case of the design-build contracts the contractor's designer is expected to play a key role in QC. In checking and monitoring whether its contractors, builders and companies are following through on their obligations to ensure QC, MDF will actually be conducting the first level of QA.

Contractors to MDF must submit their construction QA/QC plans for review and acceptance. The construction manager, MDF, and its technical adviser, Tetra Tech, will maintain all submittal files via a combination of a secure document filing and storage system, and a computerized document control tracking. Tt will advise the construction contractor on requirements in this regard.

QA/QC personnel should perform checks and tests throughout the construction process, providing the project sponsors (and ultimately the beneficiaries) assurance that the project is being built according to specifications. General construction inspection and verification requirements include inspections, QC testing, QA testing, establishing construction acceptance criteria, compliance with handling, storage, packaging, preservation, and delivery requirements, material identification and traceability, etc. Inspections will uncover construction deficiencies. These will need to be identified, reported and preventive and corrective action taken.

Field changes for QA/QC will be limited to the construction QA/QC Plan and contractor quality control plan changes. Changes to construction processes or design plans and specifications are governed by the remedial action work plan and design change order procedures.

Document handling and retention procedures are important. Records must be updated on a daily basis and a daily construction report issued. The construction QA/QC plan will require that all construction drawings be stored and that As-Built drawings be prepared and reviewed.

The project sponsor USAID and beneficiary GoG, the technical advisor Tetra Tech and construction manager MDF may initiate revisions to the construction QA/QC Plan. It may be revised whenever it becomes apparent that the construction QA/QC procedures or controls are inadequate to support work being produced in conformance with the specified quality requirements, or are deemed to be more excessive than required to support work being produced in conformance with the specified quality requirements.

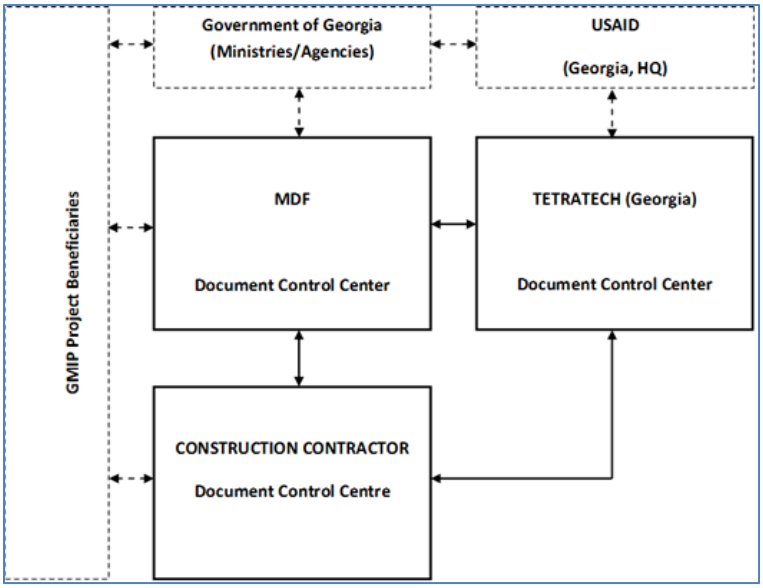
The success of the MDF QA/QC Program and the Tetra Tech QA Program will rely heavily on the submission of material samples, the construction of sample panels of work, and the observations/visual inspections by Tt's QA Engineering staff and MDF's QC PM and site teams. For the design build contracts the contractor's design engineers are also expected to take a lead role in QA/QC.

5.3.2 Document Control Plan

As required in the QA/QC management system, document handling and retention procedures will be implemented for the purposes of GMIP by Tetra Tech and MDF, defining secure document filing and storage system with computerized document tracking system. Prospective external contractors shall be required to comply or be compatible with the requirements with regard to document control as shown in Figure 8. Document exchange rules shall apply when

reporting to project sponsor and beneficiary governments USAID and GoG agencies. To that end, the Document Control Procedure and related tools and systems will be defined by Tetra Tech in conjunction with MDF.

Figure 8 Document and Data Management Control



5.3.3 Tetra Tech Internal QA/QC

The COP has responsibility for the overall quality of all the Tetra Tech deliverables. Tom Chicca, Home Office Task Order Manager, has been designated as QA/QC design quality manager. The Tt Field Office Review & Approval Procedures are outlined below:

1. Task Assigned
2. Task Plan prepared & approved by Task Manager (TM). Reviewed by COP.
3. Daily update to TM on Task progress. Weekly update with COP. If there are problems COP is informed immediately.
4. If field trip/site visits: Site Visit report prepared & submitted to TM. Reviewed by TM & sent to COP.
5. Draft Task report submitted to TM for review.
6. TM corrects & approves; sends final report to COP.
7. COP reviews.
8. COP sends to HO for review.
9. COP submits final approved deliverables to USAID.

6. REPORTS AND DELIVERABLES

All reports and other deliverables will be in the English language, unless otherwise specified by the TOCOTR. The list of deliverables subject to adjustment by the TOCOTR is given below:

Table 7 Reports and Deliverables (October 2011 – September 2012)

Report	Due Date
C. Bi-Weekly Meetings and Reporting	Bi-weekly or more frequently if necessary
D. Project Selection Reports	As-needed basis
E. Quarterly Progress Reports	Within 10 days of the end of fiscal year quarter and will follow the U.S. Government USG reporting periods which begin October 1. 1/10/12; 4/10/12; 7/10/12
F. Environmental Scoping Statements	Comp 1Municipal Infrastructure (Roads) – 11/11 Comp 2 Irrigation – 11/11 Flood Protection – TBD Water Supply -TBD
G. Programmatic Environmental Assessment PEA/EA	Component 3 of this SOW, IDP Durable Housing Project Final: 11/11 **Component 1Municipal Infrastructure (Draft) – 12/16/11** **Component 2 Irrigation(Draft)** – 12/16/11
H. Performance Monitoring Plan PMP	Within 45 days after award – due date 7/7/11 **Submitted (Preliminary Draft) 7/7/11** **Update (Final) 12/11**
I. Annual Work Plans	No less than 30 days prior to the end of each fiscal year – 9/1/12
J. Annual Report	30 days after the end of the fiscal year. Due Nov 1 **Submitted 11/10/11**
K. Success Stories	At the direction of USAID/Georgia.

C. Bi-Weekly Meetings and Reporting. Tt will hold/attend bi-weekly or more frequently if necessary meetings with USAID and partners to present/discuss progress, identify opportunities for program improvement, and resolve problems as required. Generally this could include written descriptions of project implementation issues.

D. Project Selection Reports. Tt will submit written reports describing the technical and other impact assessments of proposed infrastructure projects. These reports will be developed and submitted on an as-needed basis and will communicate Tt's expert advice and opinion regarding each project's technical feasibility, reasonableness, and cost/benefit and will provide MDF and USAID with information to carry out a desktop review and final approval for each proposed project.

E. Quarterly Progress Reports. Tt will submit quarterly progress reports in a format acceptable to USAID within 10 days of the end of fiscal year quarter and will follow the U.S. Government USG reporting periods which begin October 1. These reports will summarize progress of the major activities during the period of performance, indicating any problems encountered and steps taken to resolve them or proposing remedial actions as appropriate. It will inform the CO and TOCOTR of any problems, delays, or adverse conditions that materially impair Tt's ability to meet the requirements of the contract.

F. Environmental Scoping Statements/EAs. Environmental scoping statements for all components of this project were to be carried out under separate local contracts and were expected to be completed during Tt's startup phase. Tt was to use the results of the scoping tasks in the implementation of the Program Environmental Assessment PEA for the IDP component and site specific EAs if required and/or risk mitigation plans for the municipal infrastructure and irrigation components. The quality of the local scoping statements was limited and USAID requested Tt to prepare the scoping statements.

G. Programmatic Environmental Assessment PEA/EAs. Tt prepared the draft PEA for Component 3 IDP Durable Housing Project was submitted as a draft report in August 2011. Tt will incorporate comments from USAID until approved by the Mission and Bureau Environmental Officers. USAID has requested that specific EAs be required for the municipal infrastructure and irrigation components.

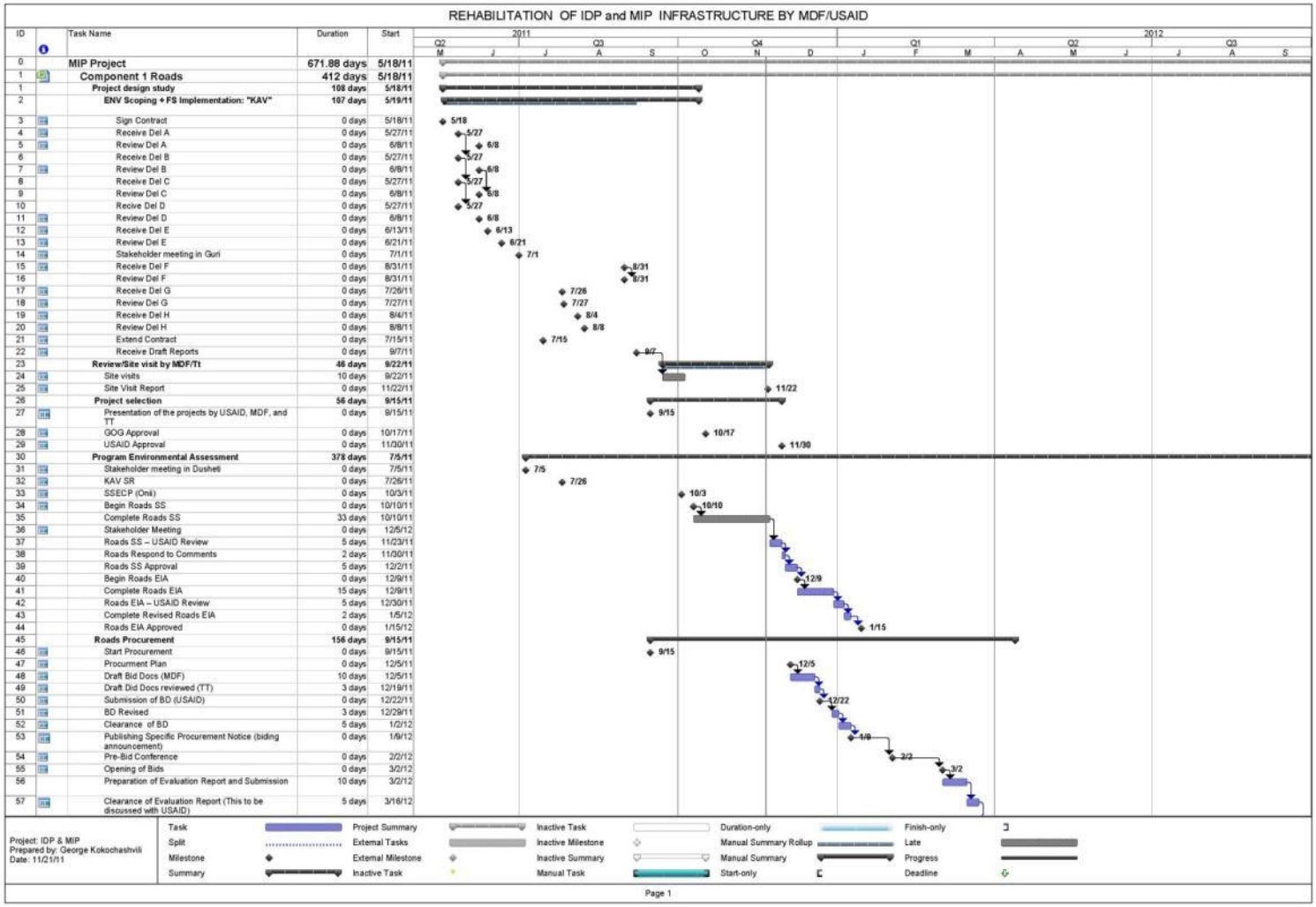
H. Performance Monitoring Plan. In close coordination with USAID, Tt will develop and submit to USAID a Performance Monitoring Plan PMP within 45 days after award. The PMP will identify the start date of each task and the expected completion date. Critical path timelines with milestones will be established and reported on, identifying relevant sub-activities needed to achieve successful completion. The PMP will report progress against USAID established indicators over the life of the activity – these indicators will be provided to the Tt by USAID.

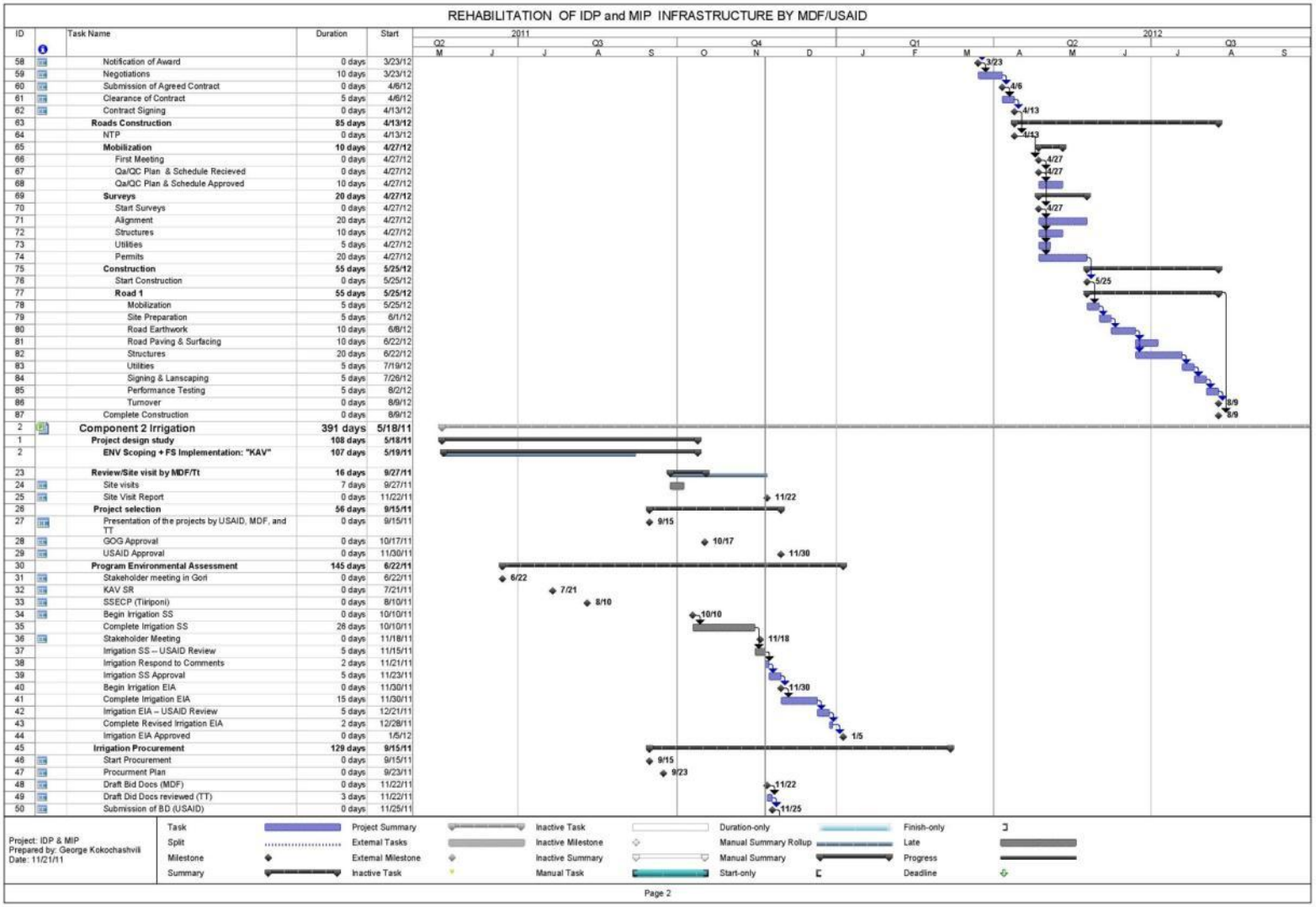
I. Annual Work Plans. Tt will submit annual work plans that detail the work to be accomplished during the upcoming year. The second and subsequent year work plans will be submitted no less than 30 days prior to the end of each fiscal year. Annual work plans may be revised on an occasional basis, as needed, to reflect project changes on the ground and with the concurrence of the TOCOTR.

J. Annual Report. Tt will submit an annual report for each Fiscal Year combining the activities of all four quarters a separate fourth quarter report is not necessary and providing an assessment towards achieving the annual objectives set forth in the annual work plans, including information for USAID performance indicators PMP. This report is due 30 days after the end of the fiscal year.

L. Success Stories. Tt will prepare success stories and other outreach materials at the direction of USAID/Georgia.

ANNEX1: TETRA TECH IMPLEMENTATION SCHEDULE




REHABILITATION OF IDP and MIP INFRASTRUCTURE BY MDF/USAID
2011
2012
Q2
Q3
Q4
Q1
Q2
Q3
M J J A S O N D J F M A M J J A S
ID | Task Name | Duration | Start
58 Notification of Award 0 days 3/23/12
59 Negotiations 10 days 3/23/12
60 Submission of Agreed Contract 0 days 4/6/12
61 Clearance of Contract 5 days 4/6/12
62 Contract Signing 0 days 4/13/12
63 Roads Construction 85 days 4/13/12
64 NTP 0 days 4/13/12
65 Mobilization 10 days 4/27/12
66 First Meeting 0 days 4/27/12
67 Qa/QC Plan & Schedule Recieved 0 days 4/27/12
68 Qa/QC Plan & Schedule Approved 10 days 4/27/12
69 Surveys 20 days 4/27/12
70 Start Surveys 0 days 4/27/12
71 Alignment 20 days 4/27/12
72 Structures 10 days 4/27/12
73 Utilities 5 days 4/27/12
74 Permits 20 days 4/27/12
75 Construction 55 days 5/25/12
76 Start Construction 0 days 5/25/12
77 Road 1 55 days 5/25/12
78 Mobilization 5 days 5/25/12
79 Site Preparation 5 days 6/1/12
80 Road Earthwork 10 days 6/8/12
81 Road Paving & Surfacing 10 days 6/22/12
82 Structures 20 days 6/22/12
83 Utilities 5 days 7/19/12
84 Signing & Lanscaping 5 days 7/26/12
85 Performance Testing 5 days 8/2/12
86 Turnover 0 days 8/9/12
87 Complete Construction 0 days 8/9/12
2 Component 2 Irrigation 391 days 5/18/11
1 Project design study 108 days 5/18/11
2 ENV Scoping + FS Implementation: "KAV" 107 days 5/19/11
23 Review/Site visit by MDF/Tt 16 days 9/27/11
24 Site visits 7 days 9/27/11
25 Site Visit Report 0 days 11/22/11
26 Project selection 56 days 9/15/11
27 Presentation of the projects by USAID, MDF, and TT 0 days 9/15/11
28 GOG Approval 0 days 10/17/11
29 USAID Approval 0 days 11/30/11
30 Program Environmental Assessment 145 days 6/22/11
31 Stakeholder meeting in Gori 0 days 6/22/11
32 KAV SR 0 days 7/21/11
33 SSECP (Tiriponi) 0 days 8/10/11
34 Begin Irrigation SS 0 days 10/10/11
35 Complete Irrigation SS 26 days 10/10/11
36 Stakeholder Meeting 0 days 11/18/11
37 Irrigation SS – USAID Review 5 days 11/15/11
38 Irrigation Respond to Comments 2 days 11/21/11
39 Irrigation SS Approval 5 days 11/23/11
40 Begin Irrigation EIA 0 days 11/30/11
41 Complete Irrigation EIA 15 days 11/30/11
42 Irrigation EIA – USAID Review 5 days 12/21/11
43 Complete Revised Irrigation EIA 2 days 12/28/11
44 Irrigation EIA Approved 0 days 1/5/12
45 Irrigation Procurement 129 days 9/15/11
46 Start Procurement 0 days 9/15/11
47 Procurment Plan 0 days 9/23/11
48 Draft Bid Docs (MDF) 0 days 11/22/11
49 Draft Did Docs reviewed (TT) 3 days 11/22/11
50 Submission of BD (USAID) 0 days 11/25/11
3/23
4/6
4/13
4/13
4/27
4/27
4/27
5/25
8/9
8/9
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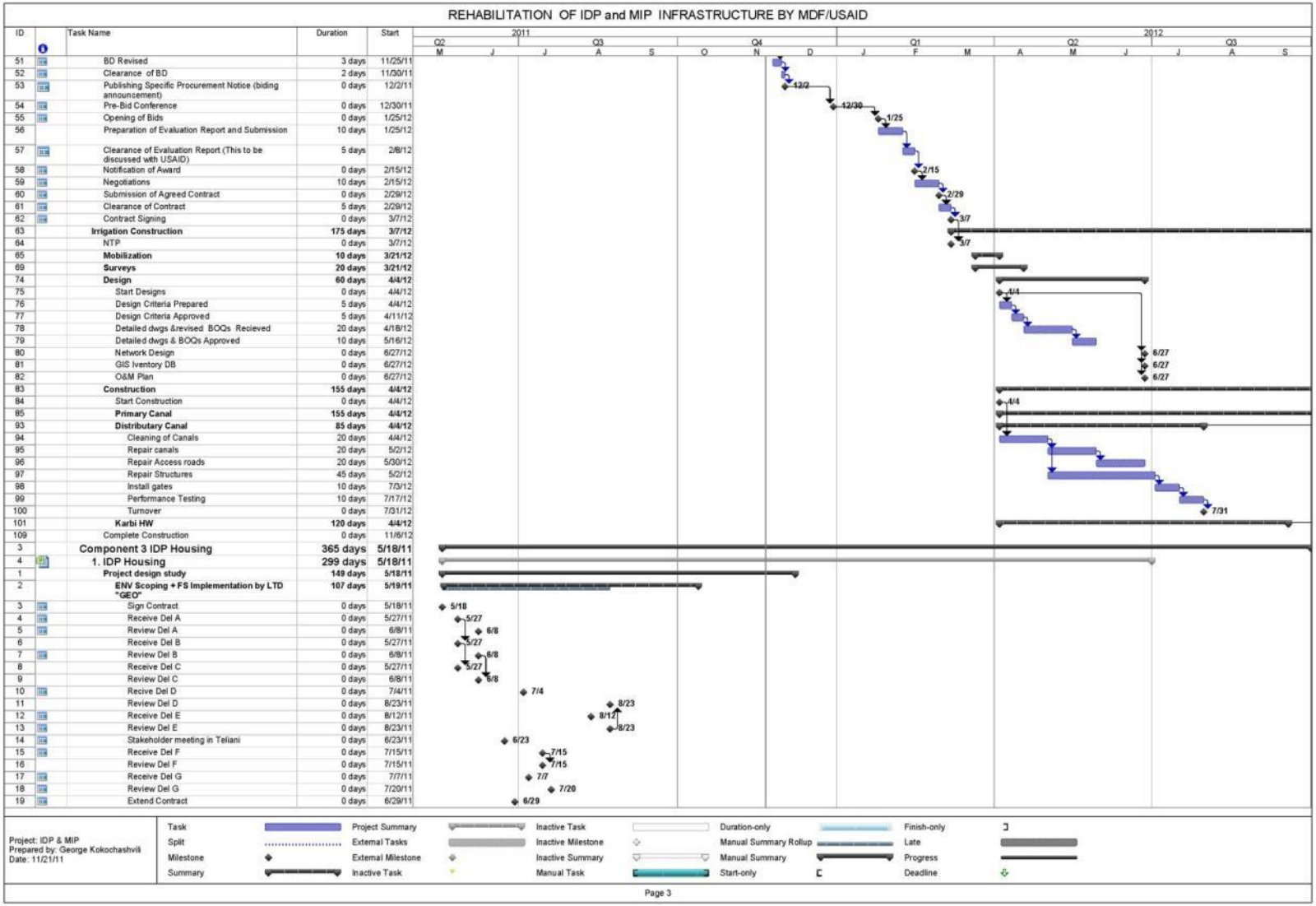
11/30
6/22
7/21
8/10
10/10
11/18
11/30
1/5
9/15
9/23
11/22
11/25
Project: IDP & MIP
Prepared by: George Kokochashvili
Date: 11/21/11
Task
Split
Milestone
Summary
Project Summary
External Tasks
External Milestone
Inactive Task
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
Late
Progress
Deadline
Page 2


REHABILITATION OF IDP and MIP INFRASTRUCTURE BY MDF/USAID
2011
2012
Q2
Q3
Q4
Q1
Q2
Q3
M J J A S O N D J F M A M J J A S
ID | Task Name | Duration | Start
51 BD Revised 3 days 11/25/11
52 Clearance of BD 2 days 11/30/11
53 Publishing Specific Procurement Notice (biding announcement) 0 days 12/2/11
54 Pre-Bid Conference 0 days 12/30/11
55 Opening of Bids 0 days 1/25/12
56 Preparation of Evaluation Report and Submission 10 days 1/25/12
57 Clearance of Evaluation Report (This to be discussed wth USAID) 5 days 2/8/12
58 Notification of Award 0 days 2/15/12
59 Negotiations 10 days 2/15/12
60 Submission of Agreed Contract 0 days 2/29/12
61 Clearance of Contract 5 days 2/29/12
62 Contract Signing 0 days 3/7/12
63 Irrigation Construction 175 days 3/7/12
64 NTP 0 days 3/7/12
65 Mobilization 10 days 3/21/12
69 Surveys 20 days 3/21/12
74 Design 60 days 4/4/12
75 Start Designs 0 days 4/4/12
76 Design Criteria Prepared 5 days 4/4/12
77 Design Criteria Approved 5 days 4/11/12
78 Detailed dwgs &revised BOQs Recieved 20 days 4/18/12
79 Detailed dwgs & BOQs Approved 10 days 5/16/12
80 Network Design 0 days 6/27/12
81 GIS Iventory DB 0 days 6/27/12
82 O&M Plan 0 days 6/27/12
83 Construction 155 days 4/4/12
84 Start Construction 0 days 4/4/12
85 Primary Canal 155 days 4/4/12
93 Distributary Canal 85 days 4/4/12
94 Cleaning of Canals 20 days 4/4/12
95 Repair canals 20 days 5/2/12
96 Repair Access roads 20 days 5/30/12
97 Repair Structures 45 days 5/2/12
98 Install gates 10 days 7/3/12
99 Performance Testing 10 days 7/17/12
100 Turnover 0 days 7/31/12
101 Karbi HW 120 days 4/4/12
109 Complete Construction 0 days 11/6/12
3 Component 3 IDP Housing 365 days 5/18/11
4 1. IDP Housing 299 days 5/18/11
1 Project design study 149 days 5/18/11
2 ENV Scoping + FS implementation by LTD "GEO" 107 days 5/19/11
3 Sign Contract 0 days 5/18/11
4 Receive Del A 0 days 5/27/11
5 Review Del A 0 days 6/8/11
6 Receive Del B 0 days 5/27/11
7 Review Del B 0 days 6/8/11
8 Receive Del C 0 days 5/27/11
9 Review Del C 0 days 6/8/11
10 Recive Del D 0 days 7/4/11
11 Review Del D 0 days 8/23/11
12 Receive Del E 0 days 8/12/11
13 Review Del E 0 days 8/23/11
14 Stakeholder meeting in Teliani 0 days 6/23/11
15 Receive Del F 0 days 7/15/11
16 Review Del F 0 days 7/15/11
17 Receive Del G 0 days 7/7/11
18 Review Del G 0 days 7/20/11
19 Extend Contract 0 days 6/29/11
12/2
12/30
1/25
2/15
2/29
3/7
3/7
4/4
6/27
6/27
6/27
4/4
7/31
5/18
5/27
6/8
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6/8
5/27
6/8
7/4
8/23
8/12
8/23
6/23
7/15
7/15
7/7
7/20
6/29
Project: IDP & MIP
Prepared by: George Kokochashvili
Date: 11/21/11
Task
Split
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Summary
Project Summary
External Tasks
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Inactive Task
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Manual Summary
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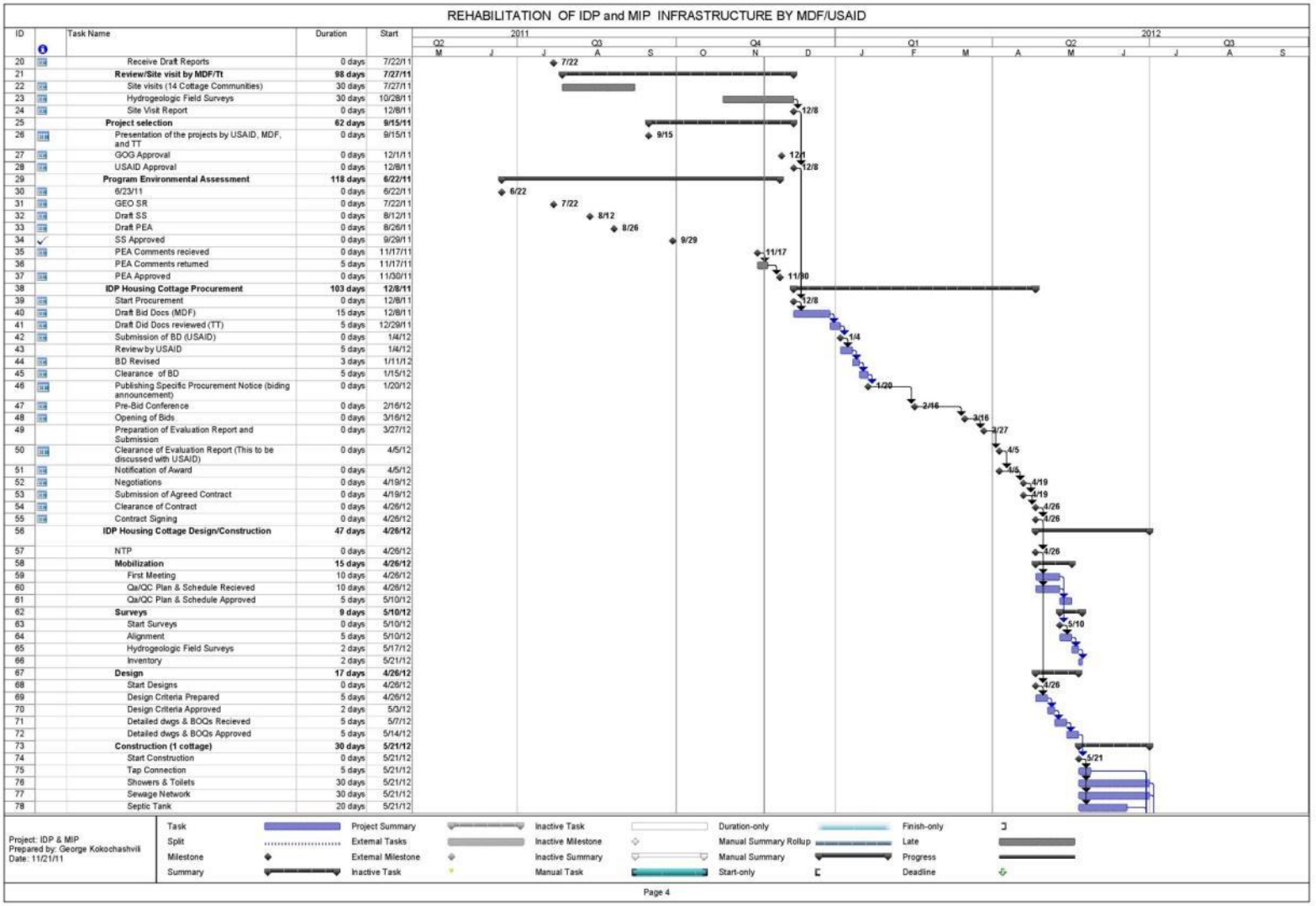
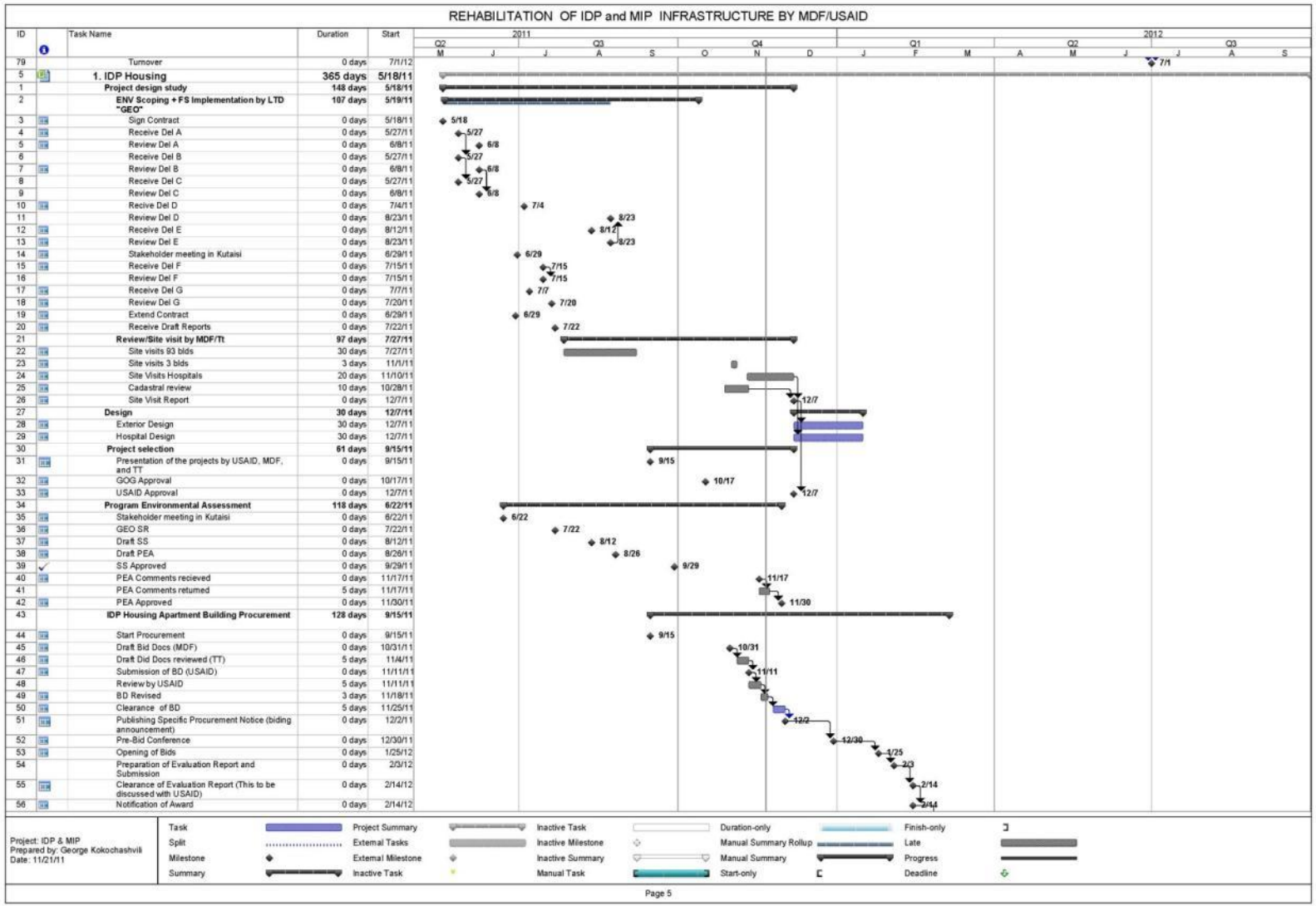
Progress
Deadline
Page 3



ID	Task Name	Duration	Start
20	Receive Draft Reports	0 days	7/22/11
21	**Review/Site visit by MDF/Tt**	**98 days**	**7/27/11**
22	Site visits (14 Cottage Communities)	30 days	7/27/11
23	Hydrogeologic Field Surveys	30 days	10/28/11
24	Site Visit Report	0 days	12/8/11
25	**Project selection**	**62 days**	**9/15/11**
26	Presentation of the projects by USAID, MDF, and TT	0 days	9/15/11
27	GOG Approval	0 days	12/1/11
28	USAID Approval	0 days	12/8/11
29	**Program Environmental Assessment**	**118 days**	**6/22/11**
30	6/23/11	0 days	6/22/11
31	GEO SR	0 days	7/22/11
32	Draft SS	0 days	8/12/11
33	Draft PEA	0 days	8/26/11
34	SS Approved	0 days	9/29/11
35	PEA Comments recieved	0 days	11/17/11
36	PEA Comments returned	5 days	11/17/11
37	PEA Approved	0 days	11/30/11
38	**IDP Housing Cottage Procurement**	**103 days**	**12/8/11**
39	Start Procurement	0 days	12/8/11
40	Draft Bid Docs (MDF)	15 days	12/8/11
41	Draft Did Docs reviewed (TT)	5 days	12/29/11
42	Submission of BD (USAID)	0 days	1/4/12
43	Review by USAID	5 days	1/4/12
44	BD Revised	3 days	1/11/12
45	Clearance of BD	5 days	1/15/12
46	Publishing Specific Procurement Notice (biding announcement)	0 days	1/20/12
47	Pre-Bid Conference	0 days	2/16/12
48	Opening of Bids	0 days	3/16/12
49	Preparation of Evaluation Report and Submission	0 days	3/27/12
50	Clearance of Evaluation Report (This to be discussed with USAID)	0 days	4/5/12
51	Notification of Award	0 days	4/5/12
52	Negotiations	0 days	4/19/12
53	Submission of Agreed Contract	0 days	4/19/12
54	Clearance of Contract	0 days	4/26/12
55	Contract Signing	0 days	4/26/12
56	**IDP Housing Cottage Design/Construction**	**47 days**	**4/26/12**
57	NTP	0 days	4/26/12
58	**Mobilization**	**15 days**	**4/26/12**
59	First Meeting	10 days	4/26/12
60	Qa/QC Plan & Schedule Recieved	10 days	4/26/12
61	Qa/QC Plan & Schedule Approved	5 days	5/10/12
62	**Surveys**	**9 days**	**5/10/12**
63	Start Surveys	0 days	5/10/12
64	Alignment	5 days	5/10/12
65	Hydrogeologic Field Surveys	2 days	5/17/12
66	Inventory	2 days	5/21/12
67	**Design**	**17 days**	**4/26/12**
68	Start Designs	0 days	4/26/12
69	Design Criteria Prepared	5 days	4/26/12
70	Design Criteria Approved	2 days	5/3/12
71	Detailed dwgs & BOQs Recieved	5 days	5/7/12
72	Detailed dwgs & BOQs Approved	5 days	5/14/12
73	**Construction (1 cottage)**	**30 days**	**5/21/12**
74	Start Construction	0 days	5/21/12
75	Tap Connection	5 days	5/21/12
76	Showers & Toilets	30 days	5/21/12
77	Sewage Network	30 days	5/21/12
78	Septic Tank	20 days	5/21/12


REHABILITATION OF IDP and MIP INFRASTRUCTURE BY MDF/USAID
ID
Task Name
Duration
Start
2011
2012
Q2
Q3
Q4
Q1
Q2
Q3
M J J A S O N D J F M A M J J A S
79 Turnover 0 days 7/1/12
5 1. IDP Housing 365 days 5/18/11
1 Project design study 148 days 5/18/11
2 ENV Scoping + FS Implementation by LTD "GEO" 107 days 5/19/11
3 Sign Contract 0 days 5/18/11
4 Receive Del A 0 days 5/27/11
5 Review Del A 0 days 6/8/11
6 Receive Del B 0 days 5/27/11
7 Review Del B 0 days 6/8/11
8 Receive Del C 0 days 5/27/11
9 Review Del C 0 days 6/8/11
10 Recive Del D 0 days 7/4/11
11 Review Del D 0 days 8/23/11
12 Receive Del E 0 days 8/12/11
13 Review Del E 0 days 8/23/11
14 Stakeholder meeting in Kutaisi 0 days 6/29/11
15 Receive Del F 0 days 7/15/11
16 Review Del F 0 days 7/15/11
17 Receive Del G 0 days 7/7/11
18 Review Del G 0 days 7/20/11
19 Extend Contract 0 days 6/29/11
20 Receive Draft Reports 0 days 7/22/11
21 Review/Site visit by MDF/Tt 97 days 7/27/11
22 Site visits 93 blds 30 days 7/27/11
23 Site visits 3 blds 3 days 11/1/11
24 Site Visits Hospitals 20 days 11/10/11
25 Cadastral review 10 days 10/28/11
26 Site Visit Report 0 days 12/7/11
27 Design 30 days 12/7/11
28 Exterior Design 30 days 12/7/11
29 Hospital Design 30 days 12/7/11
30 Project selection 61 days 9/15/11
31 Presentation of the projects by USAID, MDF, and TT 0 days 9/15/11
32 GOG Approval 0 days 10/17/11
33 USAID Approval 0 days 12/7/11
34 Program Environmental Assessment 118 days 6/22/11
35 Stakeholder meeting in Kutaisi 0 days 6/22/11
36 GEO SR 0 days 7/22/11
37 Draft SS 0 days 8/12/11
38 Draft PEA 0 days 8/26/11
39 SS Approved 0 days 9/29/11
40 PEA Comments recieved 0 days 11/17/11
41 PEA Comments returned 5 days 11/17/11
42 PEA Approved 0 days 11/30/11
43 IDP Housing Apartment Building Procurement 128 days 9/15/11
44 Start Procurement 0 days 9/15/11
45 Draft Bid Docs (MDF) 0 days 10/31/11
46 Draft Did Docs reviewed (TT) 5 days 11/4/11
47 Submission of BD (USAID) 0 days 11/11/11
48 Review by USAID 5 days 11/11/11
49 BD Revised 3 days 11/18/11
50 Clearance of BD 5 days 11/25/11
51 Publishing Specific Procurement Notice (biding announcement) 0 days 12/2/11
52 Pre-Bid Conference 0 days 12/30/11
53 Opening of Bids 0 days 1/25/12
54 Preparation of Evaluation Report and Submission 0 days 2/3/12
55 Clearance of Evaluation Report (This to be discussed with USAID) 0 days 2/14/12
56 Notification of Award 0 days 2/14/12
Project: IDP & MIP
Prepared by: George Kokochashvili
Date: 11/21/11
Task
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Milestone
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Project Summary
External Tasks
External Milestone
Inactive Task
Inactive Task
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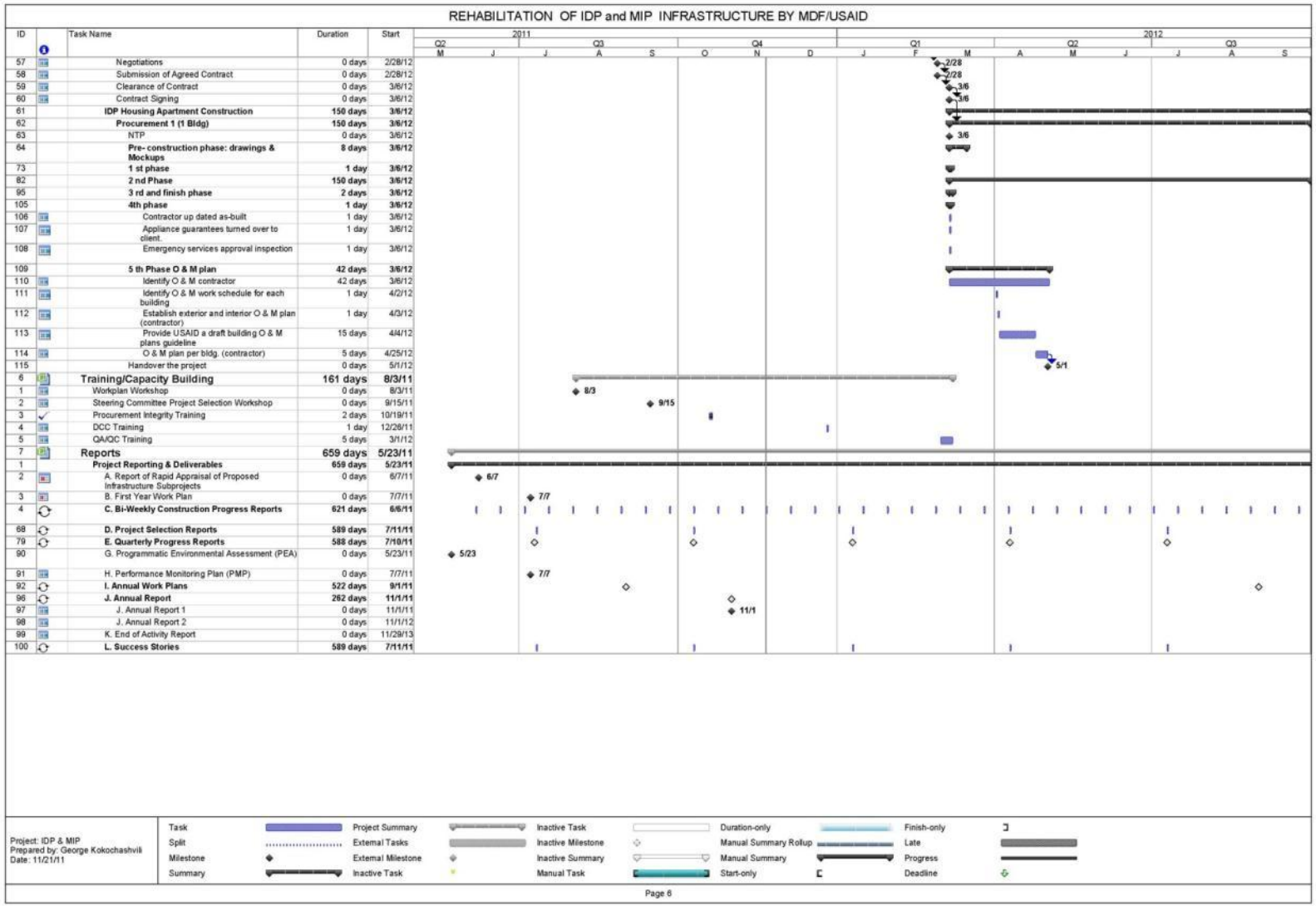
REHABILITATION OF IDP and MIP INFRASTRUCTURE BY MDF/USAID
2011
2012
Q2
Q3
Q4
Q1
Q2
Q3
M J J A S O N D J F M A M J J A S
ID
Task Name
Duration
Start
57 Negotiations 0 days 2/28/12
58 Submission of Agreed Contract 0 days 2/28/12
59 Clearance of Contract 0 days 3/6/12
60 Contract Signing 0 days 3/6/12
61 IDP Housing Apartment Construction 150 days 3/6/12
62 Procurement 1 (1 Bldg) 150 days 3/6/12
63 NTP 0 days 3/6/12
64 Pre- construction phase: drawings & Mockups 8 days 3/6/12
73 1 st phase 1 day 3/6/12
82 2 nd Phase 150 days 3/6/12
95 3 rd and finish phase 2 days 3/6/12
105 4th phase 1 day 3/6/12
106 Contractor up dated as-built 1 day 3/6/12
107 Appliance guarantees turned over to client. 1 day 3/6/12
108 Emergency services approval inspection 1 day 3/6/12
109 5 th Phase O & M plan 42 days 3/6/12
110 Identify O & M contractor 42 days 3/6/12
111 Identify O & M work schedule for each building 1 day 4/2/12
112 Establish exterior and interior O & M plan (contractor) 1 day 4/3/12
113 Provide USAID a draft building O & M plans guideline 15 days 4/4/12
114 O & M plan per bldg. (contractor) 5 days 4/25/12
115 Handover the project 0 days 5/1/12
6 Training/Capacity Building 161 days 8/3/11
1 Workplan Workshop 0 days 8/3/11
2 Steering Committee Project Selection Workshop 0 days 9/15/11
3 Procurement Integrity Training 2 days 10/19/11
4 DCC Training 1 day 12/26/11
5 QA/QC Training 5 days 3/1/12
7 Reports 659 days 5/23/11
1 Project Reporting & Deliverables 659 days 5/23/11
2 A. Report of Rapid Appraisal of Proposed Infrastructure Subprojects 0 days 6/7/11
3 B. First Year Work Plan 0 days 7/7/11
4 C. Bi-Weekly Construction Progress Reports 621 days 6/6/11
68 D. Project Selection Reports 589 days 7/11/11
79 E. Quarterly Progress Reports 588 days 7/10/11
90 G. Programmatic Environmental Assessment (PEA) 0 days 5/23/11
91 H. Performance Monitoring Plan (PMP) 0 days 7/7/11
92 I. Annual Work Plans 522 days 9/1/11
96 J. Annual Report 262 days 11/1/11
97 J. Annual Report 1 0 days 11/1/11
98 J. Annual Report 2 0 days 11/1/12
99 K. End of Activity Report 0 days 11/29/13
100 L. Success Stories 589 days 7/11/11
2/28
2/28
3/6
3/6
3/6
5/1
8/3
9/15
6/7
7/7
5/23
7/7
11/1
Project: IDP & MIP
Prepared by: George Kokochashvili
Date: 11/21/11
Task
Split
Milestone
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Project Summary
External Tasks
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Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
Late
Progress
Deadline
Page 6

ANNEX 2: LIST OF KEY PROJECT STAFF

				Engineering							Contract Admin				Other		
No		Project Management	Project Admin/Support	Roads	Flood Protection	Building Construction	Water & Sanitation	Irrigation	Construction Management	Inspection	Procurement	Finance	Monitoring	Codes & Regulation	Environmental Assessment	Training	Public Awareness
	Project Office Management Team																
1	Jeffrey Fredericks, Chief of Party, LTTA	X	X		X		X	X	X	X	X		X		X	X	X
2	Ilia Eloshvili, DCOP, LTTA	X	X	X					X		X	X	X			X	X
	Project Office Admin/Procurement																
3	George Nizharadze, Office Operations/Procurement Manager, LTTA		X								X						X
4	Archil Lezhava, Training/Outreach/Communciations, LTTA		X													X	X
5	Maia Dvali, Translator/Interpreter, LTTA												X		X		X
6	Sasha Khachaturov, IT Specialist, STTA		X													X	
7	William James, Senior Project Management, Expat STTA	X	X									X	X			X	
	Engineering Over Site																
8	TBD, Lead Senior Engineer, LTTA	X		X		X	X		X	X	X		X			X	
9	Teimuraz Levanishvili, Housing Rehabilitation Manager, LTTA	X		X	X	X			X				X			X	
10	Ivane Manjgaladze, Road/Infrastructure Engineer, STTA			X	X		X		X	X						X	
11	Otar Maghalashvi, Irrigation Engineer, LTTA					X		X		X			X			X	
12	TBD, Water /Waste Water Engineer, STTA				X		X		X	X						X	
13	Giorgi Avsajanisvili, Housing Engineer/Architect, STTA					X				X			X			X	
14	TBD, QA/QC Engineer, LTTA					X			X	X			X			X	
15	TBD, Irrigation Construction/O&M Engineer, LTTA																
16	TBD, Housing Rehabilitation Engineer_Kutasi, LTTA					X			X	X			X			X	
17	TBD, QA/QC Engineer_Kutasi, LTTA					X			X	X			X			X	
18	TBD,GIS/Dbase Specialist, STTA		X										X			X	
19	TBD, Infrastructure Engineer, Expat STTA			X	X		X			X			X			X	
20	Mark Jensen, Water Resources Engineer, Expat STTA	X			X		X	X	X	X	X		X	X		X	
21	James Hayden, Senior Construction Advisor, Expat STTA					X			X	X			X			X	
	Contract Administration Over Site																
22	Irakli Kakulia, Paralegal/Licensing & Permits, LTTA													X			
23	TBD, DCC Specialist, LTTA		X										X			X	
24	Sergo Gviniashvili, Finance/Monitoring Specialist, STTA											X	X				
25	Moenes Youannis, Senior Project Management/Procurement, Expat STTA	X					X		X	X	X	X	X			X	
	Environmental/Other Technical Support																
26	James Gallup, Environmental Specialist, Expat STTA	X					X						X	X	X	X	
27	Karen Menczer, Environmental Specialist, Expat STTA												X		X	X	
28	Mamuka Gvilava, Environmental Specialist, STTA									X	X		X	X	X	X	X
29	Mamuka Shaorshadze, Environmental Technician, LTTA									X			X			X	
30	TBD, IDP Resettlement Coordinator, STTA																X
	Home Office Support																
31	Firouz Rooyani, A&E IQC Program Manager, HO	X							X		X	X	X			X	X
32	Thomas Chicca, CIG Task Order Manager & QA/QC, HO	X		X	X		X		X	X	X		X			X	X
33	Brian Bemis, CIG Sr. Administrative Assistant, HO										X	X	X			X	
34	David J. Casella, ES Director, Contracts and Legal, STTA/HO	X									X	X		X		X	
35	David Sharashenidze, ES Home Office Coordinator, HO	X											X				
36	Christina Gogsadze, ES Accountant_Tbilisi, HO											X					
37	Shelly Rice, EM Subcontract Specialist, HO										X		X				
38	Renee Valentino, EM Contract Manager, HO										X		X	X		X	
	Total	12	8	6	7	8	9	3	14	16	13	8	28	6	5	29	9

ANNEX 3: PERFORMANCE MONITORING PLAN

MUNICIPAL INFRASTRUCTURE AND IDP HOUSING REHABILITATION PROJECT

PERFORMANCE MONITORING PLAN (DRAFT)

CONTRACT: AID-EDH-I-00-08-00027-00, TASK ORDER: AID-114-TO-11-00002

28 FEB 2012

Performance Indicators Table (Draft)

MUNICIPAL INFRASTRUCTURE AND IDP HOUSING REHABILITATION PROJECT

Overarching Objective:
Improved Infrastructure, Economic Opportunities and Support for Internally Displaced Perons

Program element level indicators that will provide leading indicators of progress being made in each program component

Program Component 1:

Rehabilitation of Municipal Infrastructure

- $ 9.57 Million
- Dusheti, Mtskheta, Gori, Kareli, Oni municipalities

Illustrative indicators:

- # of persons (IDPs & Non-IDPs) receiving improved infrastructure service

Program Component 2:

Rehabilitation of Irrigation Canals

- $ 8.16 Million
- Shida Kartli focus

Illustrative indicators:

- # of persons (IDPs & Non-IDPs) receiving improved infrastructure service
- # of additional and improved hectares irrigated as result of USG assistance
- Amount of increased income as a result of improved irrigation by family/farm

Program Component 3:

Providing Durable Housing Solution for IDPs

a. **Subcomponent 3.1:** Provide Water And Sanitation upgrades for IDP Cottage Housing for IDPs from the August 2008 conflict ($ 8.67 Million)

b. **Subcomponent 3.2:** Provide Durable Housing Solutions for IDP From 1990s conflict (collective settlements) ($26 Million)

Illustrative indicators:

- # of persons (IDPs & Non-IDPs) receiving improved infrastructure service
- # and value of IDP family dwellings with upgraded living facilities

n and

Table 8 Project Performance Indicator Table

PERFORMANCE INDICATOR	INDICATOR DEFINITION AND UNIT OF MEASUREMENT	DATA SOURCE	METHOD/ APPROACH OF DATA COLLECTION OR CALCULATION	DATA ACQUISITION		ANALYSIS, USE AND REPORTING	
				SCHEDULE/ FREQUENCY	BY WHOM (PERSON/ TEAM)	SCHEDULE/ FREQUENCY	BY WHOM (PERSON/ TEAM)
Program Element level indicators							
Component 1: Municipal Infrastructure							
Indicator PE1.1: Number of beneficiaries receiving improved infrastructure service	**Definition**: Number of persons (IDPs and Non-IDPs desegregated) receiving improved municipal infrastructure service due to USAID assistance **Unit of measure:** Number of Persons (IDPs & Non-IDPs desegregated)	MDF	Project records Secondary data collection from local municipalities and MRA on following: • Actual records on local population • Actual records on IDPs living in respective area	Semiannual	Tt Designated Person	Annual	COP
Component 2: Rehabilitation Of Irrigation Infrastructure							
Indicator PE 2.1: Number of beneficiaries receiving improved infrastructure service	**Definition**: Number of Households and Farms (IDPs and Non-IDPs desegregated) receiving improved infrastructure service due to USAID assistance **Unit of measure:** Number of Households and Farms (IDPs & Non-IDPs desegregated)	MDF	Project records Secondary data collection from local municipalities, MRA, MoA on following: • Actual records on local population (HH) • Actual records on IDP HH living in respective area • Actual records on agricultural farms acting in respective area	Semiannual	Tt Designated Person	Annual	COP

PERFORMANCE INDICATOR	INDICATOR DEFINITION AND UNIT OF MEASUREMENT	DATA SOURCE	METHOD/ APPROACH OF DATA COLLECTION OR CALCULATION	DATA ACQUISITION		ANALYSIS, USE AND REPORTING	
				SCHEDULE/ FREQUENCY	BY WHOM (PERSON/ TEAM)	SCHEDULE/ FREQUENCY	BY WHOM (PERSON/ TEAM)
Indicator PE 2.2 Number of additional and improved hectares irrigated as result of USAID assistance	**Definition:** Number of additional and improved land area irrigated as result of rehabilitation of irrigation system **Unit of measure:** Hectares	MDF	Project records Primary data collection from contractor Secondary data collection from MoA, Mtkvari-M (Based on fulfilled works accepted by Mtkvari-M additional and/or improved area to be irrigated should be justified)	Semiannual	Tt Designated Person	Annual	COP
Indicator PE 2.3: Increased income as a result of improved irrigation by family/farm	**Definition:** Amount of additional income of family and/or farm due to improved irrigation system. **Unit of measure:** US Dollars	Research through access of different sources with support of MDF	Research of existing databases in ministries (MoA, GeoStat) and/or primarily survey through target group interviews	Twice: • Baseline should be defined before benefiting of improved irrigation infrastructure • Final study should identify effect of improved irrigation infrastruct	Tt Designated Person	Annual	COP

PERFORMANCE INDICATOR	INDICATOR DEFINITION AND UNIT OF MEASUREMENT	DATA SOURCE	METHOD/ APPROACH OF DATA COLLECTION OR CALCULATION	DATA ACQUISITION		ANALYSIS, USE AND REPORTING	
				SCHEDULE/ FREQUENCY	BY WHOM (PERSON/ TEAM)	SCHEDULE/ FREQUENCY	BY WHOM (PERSON/ TEAM)
				ure			
Component 3: IDP Durable Housing							
Subcomponent 3.1: Provide water and sanitation upgrades for IDP Cottage Housing for IDPs from the August 2008 conflict							
Indicator PE 3.1.1: Number of beneficiaries receiving improved infrastructure service	**Definition**: Number of IDPs in cottage settlements which are benefiting from cottage housing upgrade due to USAID assistance **Unit of measure:** Number of Persons	MDF	Project records Primary data collection from contractor (progress of works, based on Acceptance Acts signed by IDP Household, confirming receipt of upgraded facility)	Quarterly	Tt Designated Person	Semiannual	COP
Indicator PE 3.1.2: ~~Number and value of IDP family dwellings with upgraded living facilities~~ Number of IDP family dwellings with upgraded living facilities and monetary value of benefit due to upgraded living facilities for cottages	**Definition:** Number of cottages ~~and value which will have upgraded living facilities~~ Monetary value of benefit due to upgraded living facilities for cottages (Benefit will be quantified through combination of investment per cottage, increased value of property and social benefit, like decreased illness statistics, household comforts, time savings, etc.) **Unit of measure:** Number of cottages, ~~Value in US Dollars of upgraded living facilities for cottages~~ Monetary value of benefit	MDF	Project records Primary data collection from contractor (progress of works, based on Acceptance Acts signed by IDP Household, confirming receipt of upgraded facility) Research on effect in following directions: • Illness statistics • Sanitary problems • Savings on medical treatment	Quarterly	Tt Designated Person	Semiannual	COP

PERFORMANCE INDICATOR	INDICATOR DEFINITION AND UNIT OF MEASUREMENT	DATA SOURCE	METHOD/ APPROACH OF DATA COLLECTION OR CALCULATION	DATA ACQUISITION		ANALYSIS, USE AND REPORTING	
				SCHEDULE/ FREQUENCY	BY WHOM (PERSON/ TEAM)	SCHEDULE/ FREQUENCY	BY WHOM (PERSON/ TEAM)
	due to upgraded living facilities for cottages		• Time savings • Etc.				
Subcomponent 3.2: Provide durable housing solutions for IDPs from '90s conflict							
Indicator PE 3.2.1: Number of beneficiaries receiving improved infrastructure service	**Definition**: Number of IDPs in buildings which are benefiting from building rehabilitation due to USAID assistance **Unit of measure:** Number of Persons	MDF	Project records Primary data collection from contractor (progress of works, based on Acceptance Acts signed by IDP Household, confirming receipt of upgraded facility) Secondary data collection from MRA (statistics on IDP movements)	Quarterly	Tt Designated Person	Semiannual	COP
Indicator PE 3.2.2 Number and value of IDP family dwellings with upgraded living facilities	**Definition:** Number of apartments and value which will have upgraded living facilities **Unit of measure:** Number of apartments, Value in US Dollars of upgraded living facilities for apartments in building areas	MDF	Project records Primary data collection from contractor Secondary data collection from MRA (statistics on IDP movements) Secondary data collection on real estate market value	Quarterly	Tt Designated Person	Semiannual	COP

Illustrative targets (based on fiscal calendar)

Performance Indicators	Baseline (05/31/2011)	Total for Project	Target (09/30/2012)[1]	Target (11/30/2013)
Program Element level indicators				
Component 1: Municipal Infrastructure[2]				
Indicator PE1.1: Number of beneficiaries receiving improved infrastructure service	N/A	~~Non-IDPs – 48,000 Persons~~ ~~IDPs – 11,000 Persons~~ ~~**Total – 59,000 Persons**~~ **270,000 Individuals (incl. 22,000 IDPs)**	~~Non-IDPs – 5,000 Persons~~ ~~IDPs – 1,000 Persons~~ ~~**Total – 6,000 Persons**~~ **27,000 Individuals (incl. 2,200 IDPs)**	~~Non-IDPs – 43,000 Persons~~ ~~IDPs – 10,000 Persons~~ ~~**Total – 53,000 Persons**~~ **243,000 Individuals (incl. 19,800 IDPs)**
Component 2: Rehabilitation Of Irrigation Infrastructure				
Indicator PE 2.1: Number of beneficiaries receiving improved infrastructure service	N/A	~~Non-IDPs – 42,000 Persons~~ ~~IDPs – 28,000 Persons~~ ~~**Total – 70,000 Persons**~~ **20,000 Households/Farms (incl. 8,000 IDP HH)**	~~Non-IDPs – 4,000 Persons~~ ~~IDPs – 3,000 Persons~~ ~~**Total – 7,000 Persons**~~ **2,000 Households/Farms (incl. 800 IDP HH)**	~~Non-IDPs – 38,000 Persons~~ ~~IDPs – 25,000 Persons~~ ~~**Total – 63,000 Persons**~~ **18,000 Households/Farms (incl. 7,200 IDP HH)**
Indicator PE 2.2 Number of additional and improved hectares irrigated as result of USAID assistance	~~Exist. - 4,720 Hectares~~ ~~Add. - 0 Hectares~~ ~~**Total - 4,720 Hectares**~~ **4,720 Hectares**	~~Exist. - 4,720 Hectares~~ ~~Add. - 13,502 Hectares~~ ~~**Total - 18,222 Hectares**~~ **20,000 Hectares (improved and additional)**	~~Exist. - 472 Hectares~~ ~~Add. - 1,350 Hectares~~ ~~**Total - 1,822 Hectares**~~ **2,000 Hectares (improved and additional)**	~~Exist. - 4,248 Hectares~~ ~~Add. - 12,152 Hectares~~ ~~**Total - 16,400 Hectares**~~ **18,000 Hectares (improved and additional)**
Indicator PE 2.3: Increased income as a result of improved irrigation by family/farm	**Baseline should be defined based on survey conducted before improved irrigation is utilized**	~~6.30 Million US Dollars~~ **7 Million US Dollars (based on average additional income 350 USD/Ha/Yr.)**	~~0.63 Million US Dollars~~ **0.7 Million US Dollars (based on average additional income 350 USD/Ha/Yr.)**	~~5.67 Million US Dollars~~ **6.3 Million US Dollars (based on average additional income 350 USD/Ha/Yr.)**
Component 3: IDP Durable Housing Solutions				
Subcomponent 3.1: Provide water and sanitation upgrades for IDP Cottage Housing for IDPs from the August 2008 conflict				
Indicator PE 3.1.1: Number of beneficiaries receiving improved	N/A	**IDPs – 12,250 Persons**	IDPs – 1,225 Persons	IDPs – 11,025 Persons

Performance Indicators	Baseline (05/31/2011)	Total for Project	Target (09/30/2012)[1]	Target (11/30/2013)
infrastructure service		**(Equal to 3,500 Cottages, assumption 3,5 Persons per cottage)**	**(Equal to 350 Cottages, assumption 3,5 Persons per cottage)**	**(Equal to 3,150 Cottages, assumption 3,5 Persons per cottage)**
Indicator PE 3.1.2: Number of IDP family dwellings with upgraded living facilities and monetary value of benefit due to upgraded living facilities for cottages	N/A	~~1,400 Cottages~~ ~~28 Million US Dollars~~ **3,500 Cottages** **Monetary value needs to be defined**	~~140 Cottages~~ ~~2.8 Million US Dollars~~ **350 Cottages** **Monetary value needs to be defined**	~~1,260 Cottages~~ ~~25.2 Million US Dollars~~ **3,150 Cottages** **Monetary value needs to be defined**
Subcomponent 3.2: Provide durable housing solutions for IDPs from '90s conflict				
Indicator PE 3.2.1: Number of beneficiaries receiving improved infrastructure service	N/A	IDPs – 8,750 Persons **(Equal to 2,500 Apartments, assumption 3,5 Persons per Apartment)**	IDPs – 875 Persons **(Equal to 250 Apartments, assumption 3,5 Persons per Apartment)**	IDPs – 7,875 Persons **(Equal to 2,250 Apartments, assumption 3,5 Persons per Apartment)**
Indicator PE 3.2.2 Number and value of IDP family dwellings with upgraded living facilities	N/A	2,500 Apartments[3] Min 50 Million US Dollars (estimated value of Apartment from 20 (1 Room) to 40 (2 Room) KUSD, based on market value in Kutaisi)	250 Apartments Min 5 Million US Dollars (estimated value of Apartment from 20 (1 Room) to 40 (2 Room) KUSD, based on market value in Kutaisi)	2,250 Apartments Min 45 Million US Dollars (estimated value of Apartment from 20 (1 Room) to 40 (2 Room) KUSD, based on market value in Kutaisi)

1. Targets for whole projects are spited between two years based on average proportion 10%:90%
2. Based on final decision on the municipal infrastructure projects performance indicator can be broken down by each municipality project, considering beneficiaries by each project
3. Based on exact differentiation of number of one room and two room apartments value in USD will be appropriately adjusted (for indicators preliminary is used 20 KUSD)

Table 9 Performance Indicator Worksheet

Performance Indicator (including precise Unit of Measurement): PE 1.1 **Unit:** Thousands individuals											
Results Data	**Baseline Year: 10/11**	**11/12**	**12/13**	**Total**							
Targeted		**27 (Incl. 2.2 IDPs)**	**243 (Incl. 19.8 IDPs)**	**270 (Incl. 22 IDPs)**							
Actual	**N/A**										
Indicator Description (Definition): Number of beneficiaries receiving improved municipal infrastructure service											
Data Source: MDF **Primary Source:** Project records; Contractors work progress reports **Secondary Source:** Project records, Local municipalities, MRA							**Rationale/Critical Assumptions for Indicator:** Rehabilitation of municipal infrastructure will economically and socially positively affect population utilizing this infrastructure. IDPs and Non-IDPs beneficiaries desegregated				
Schedule/Frequency of Data Collection: Semiannual							**Method/Approach of Collection/Calculation**: Primary data on the progress of rehabilitation works should be collected from contractor / supervisors; Progress analyzed against project targets				
Responsible Officer:							Semiannually data should be requested from MRA and Local Municipalities regarding actual records of beneficiaries (Non-IDPs and IDPs) and compare with project records				
Data Limitation and Quality Assessment:							**Data Analysis/Dissemination Plan:** Target achievement should be reported annually				
							Other Donors in Sector:				
Indicator's Relevance to Gender:											
Indicator's Relevance to Poverty:											
Additional Comments:											

Table 10 Performance Indicator Worksheet

Performance Indicator (including precise Unit of Measurement): PE 2.1 **Unit:** Thousands households											
Results Data	**Baseline Year: 10/11**	**11/12**	**12/13**	**Total**							
Targeted		**2 (Incl. 0.8 IDP HH)**	**18 (Incl. 7.2 IDP HH)**	**20 (Incl. 8 IDP HH)**							
Actual	**N/A**										
Indicator Description (Definition): Number of beneficiaries benefiting from improved irrigation infrastructure											
Data Source: MDF **Primary Source:** Project records; Contractors work progress reports **Secondary Source:** Project records, Local municipalities, MRA						**Rationale/Critical Assumptions for Indicator:** Rehabilitation of irrigation infrastructure will economically and socially positively affect Households and Farms utilizing this infrastructure. IDPs and Non-IDP Household desegregated					
Schedule/Frequency of Data Collection: Semiannual						**Method/Approach of Collection/Calculation**: Primary data on the progress of rehabilitation works should be collected from contractor / supervisors; Progress analyzed against project targets Semiannually data should be requested from MRA and Local Municipalities regarding actual records of beneficiaries (Non-IDPs and IDPs) and compared with project records					
Responsible Officer:											
Data Limitation and Quality Assessment:						**Data Analysis/Dissemination Plan:** Target achievement should be reported annually					
						Other Donors in Sector:					
Indicator's Relevance to Gender:											
Indicator's Relevance to Poverty:											
Additional Comments:											

Table 11 Performance Indicator Worksheet

Performance Indicator (including precise Unit of Measurement): PE 2.2 **Unit:** Hectares											
Results Data	**Baseline Year: 10/11**	**11/12**	**12/13**	**Total**							
Targeted		2,000	18,000	20,000							
Actual	4,720										
Indicator Description (Definition): Number of additional and improved hectares irrigated as result of USAID assistance											
Data Source: MDF **Primary Source:** Contractors work progress reports **Secondary Source:** Project records, MoA, Mtkvari-M							**Rationale/Critical Assumptions for Indicator:** Rehabilitation works will improve water supply for existing irrigation area and will allow to irrigate additional areas Indicator combines both components existing an additional irrigation area				
Schedule/Frequency of Data Collection: Semiannual							**Method/Approach of Collection/Calculation**: Primary data on the progress of rehabilitation works should be collected from contractor / supervisors; Progress analyzed against project targets Semiannually data should be requested from Ministry of Agriculture and/or Mtkvari-M (as beneficiaries of rehabilitation works) about the water flow technical details related to the existing and additional irrigated area				
Responsible Officer:											
Data Limitation and Quality Assessment:							**Data Analysis/Dissemination Plan:** Target achievement should be reported annually				
							Other Donors in Sector:				
Indicator's Relevance to Gender:											
Indicator's Relevance to Poverty:											
Additional Comments:											

Table 12 Performance Indicator Worksheet

Performance Indicator (including precise Unit of Measurement): PE 2.3 **Unit:** Million US Dollars											
Results Data	**Baseline Year: 10/11**	**11/12**	**12/13**	**Total**							
Targeted		0.7	6.3	7							
Actual	Definition through initial survey										
Indicator Description (Definition): Increased income of family/farm as a result of improved irrigation system											
Data Source: MDF **Primary Source:** Survey on outcome **Secondary Source:** Research of existing databases in Ministries, Donors						**Rationale/Critical Assumptions for Indicator:** Rehabilitation of irrigation systems will positively affect households' economic conditions in improved irrigation area. Savings from more efficient water utilization and/or additional income due to improved yield are logic behind improved irrigation systems Due to improved water supply yearly incremental income per each Ha is assumed 350 USD (based on WB report).					
Schedule/Frequency of Data Collection: Annual						**Method/Approach of Collection/Calculation**: Calculation is linked to the Indicator PE 2.2 trough multiplying PE 2.2 by 350 USD/Ha/Yr. Initial survey should determine baseline value, after the project additional survey will measure the effect					
Responsible Officer:											
Data Limitation and Quality Assessment: Monetary value of indicator is based on assumption of 350USD, therefore detailed survey should justify the assumption						**Data Analysis/Dissemination Plan:** Target achievement should be reported annually					
						Other Donors in Sector:					
Indicator's Relevance to Gender:											
Indicator's Relevance to Poverty:											
Additional Comments:											

Table 13 Performance Indicator Worksheet

Performance Indicator (including precise Unit of Measurement): PE 3.1.1 **Unit:** Thousands IDP individuals											
Results Data	**Baseline Year: 10/11**	**11/12**	**12/13**	**Total**							
Targeted		1.225	11.025	12.25							
Actual	N/A										
Indicator Description (Definition): Number of IDP beneficiaries receiving improved infrastructure service through upgrades of water and sanitation in cottage settlements											
Data Source: MDF **Primary Source:** Project records; Contractors work progress reports **Secondary Source:** Project records;							**Rationale/Critical Assumptions for Indicator:** Improved water and sanitation infrastructure will positively affect IDPs living conditions in cottage settlements Indicator measures how many IDP individuals will benefit from upgraded service 3,500 Cottages, 3.5 average individuals per cottage assumed				
Schedule/Frequency of Data Collection: Quarterly							**Method/Approach of Collection/Calculation**: Primary data on the progress of rehabilitation works should be collected from contractor / supervisors; Progress analyzed against project targets Each HH will sign act of acceptance for improvement works, this will be bases for tracing of infrastructure upgrade works.				
Responsible Officer:											
Data Limitation and Quality Assessment:							**Data Analysis/Dissemination Plan:** Target achievement should be reported semiannually				
							Other Donors in Sector:				
Indicator's Relevance to Gender:											
Indicator's Relevance to Poverty:											
Additional Comments:											

Table 14 Performance Indicator Worksheet

Performance Indicator (including precise Unit of Measurement): PE 3.1.2 **Unit:** Number of cottages; Millions of US Dollars											
Results Data	**Baseline Year: 10/11**	**11/12**	**12/13**	**Total**							
Targeted		350	3,150	3,500							
Actual	N/A										

Indicator Description (Definition):
Number of IDP family dwellings with upgraded living facilities in cottage settlements and monetary value of benefit due to upgraded living facilities for cottages

Data Source: MDF **Primary Source:** Project records; Contractors work progress reports **Secondary Source:** Project records;	**Rationale/Critical Assumptions for Indicator:** Improved water and sanitation infrastructure will positively affect IDPs living conditions in cottage settlements Indicator measures how much IDP cottages will be covered by rehabilitation program and by which monetary value living conditions will be improved Second component of indicator measures monetary value of benefit due to increased technical and social conditions of households. Indicator combines 1) investment value, 2) possible increased market value of cottage, 3) social benefit, through decreased illness statistics, improved water and sanitation quality, time saving, cost savings, etc.
Schedule/Frequency of Data Collection: Quarterly **Responsible Officer:**	**Method/Approach of Collection/Calculation**: Primary data on the progress of rehabilitation works should be collected from contractor / supervisors; Progress analyzed against project targets Each HH will sign act of acceptance for improvement works, this will be bases for tracing of infrastructure upgrade works.
Data Limitation and Quality Assessment:	**Data Analysis/Dissemination Plan:** Target achievement should be reported semiannually **Other Donors in Sector:**
Indicator's Relevance to Gender:	
Indicator's Relevance to Poverty:	
Additional Comments:	

Table 15 Performance Indicator Worksheet

Performance Indicator (including precise Unit of Measurement): PE 3.2.1 **Unit:** Thousands IDP individuals											
Results Data	**Baseline Year: 10/11**	**11/12**	**12/13**	**Total**							
Targeted		0.875	7.875	8.75							
Actual	N/A										
Indicator Description (Definition): Number of IDP beneficiaries receiving improved infrastructure service through providing od durable housing solutions in apartment settlements											
Data Source: MDF **Primary Source:** Project records; Contractors work progress reports **Secondary Source:** Project records;							**Rationale/Critical Assumptions for Indicator:** Improved housing solutions will positively affect IDPs living conditions in apartment settlements Indicator measures how many IDP individuals will benefit from upgraded housing solution 2,500 Apartments, 3.5 average individuals per apartment assumed				
Schedule/Frequency of Data Collection: Quarterly							**Method/Approach of Collection/Calculation**: Primary data on the progress of rehabilitation works should be collected from contractor / supervisors; Progress analyzed against project targets				
Responsible Officer:							Each HH will sign act of acceptance for improvement works, this will be bases for tracing of infrastructure upgrade works.				
Data Limitation and Quality Assessment:							**Data Analysis/Dissemination Plan:** Target achievement should be reported semiannually				
							Other Donors in Sector:				
Indicator's Relevance to Gender:											
Indicator's Relevance to Poverty:											
Additional Comments:											

Table 16 Performance Indicator Worksheet

Performance Indicator (including precise Unit of Measurement): PE 3.2.2 **Unit:** Number of cottages; Millions of US Dollars											
Results Data	**Baseline Year: 10/11**	**11/12**	**12/13**	**Total**							
Targeted		250 $5	2,250 $45	2,500 $50							
Actual	N/A										
Indicator Description (Definition): Number and value of IDP family dwellings with upgraded living facilities in apartment settlements											
Data Source: MDF **Primary Source:** Project records; Contractors work progress reports **Secondary Source:**											**Rationale/Critical Assumptions for Indicator:** Providing durable housing solutions will positively affect IDPs living conditions in apartment settlements Indicator measures how much IDP apartments will be covered by rehabilitation program and by which monetary value living conditions will be improved Assumption for targeted monetary indicator is 20KUSD per apartment (market value of 1 room apartment in Kutaisi) and reflects minimum value. After detailed specification of number of one and two room apartments 40 KUSD will be applied for two room apartments.
Schedule/Frequency of Data Collection: Quarterly											**Method/Approach of Collection/Calculation**: Primary data on the progress of rehabilitation works should be collected from contractor / supervisors; Progress analyzed against project targets
Responsible Officer:											Each HH will sign act of acceptance for improvement works, this will be bases for tracing of infrastructure upgrade works.
Data Limitation and Quality Assessment:											**Data Analysis/Dissemination Plan:** Target achievement should be reported semiannually
											Other Donors in Sector:
Indicator's Relevance to Gender:											
Indicator's Relevance to Poverty:											
Additional Comments:											

US Agency for International Development
1300 Pennsylvania Avenue, NW
Washington, DC 20523
Tel: (202) 712-0000
Fax: (202) 216-3524
www.usaid.gov